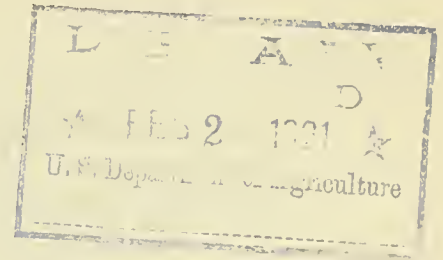


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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 6.

October 12, 1920.

1. WEEKLY MARKETGRAM.

Notice was given in the last Information Circular that beginning Friday, October 1, Weekly Marketgrams would be issued Monday, Wednesday, Friday and Saturday. So far, this service has been offered in a general way to farm papers only, but any periodical wishing to use one of the Weekly Marketgrams for publication may receive it by giving the following information: Name of periodical, place of publication, name and address of editor, date forms close, and circulation. Following is the letter which was sent to editors of agricultural papers offering them the Marketgram service:

In compliance with the suggestion of a committee of the editors of agricultural papers, who met in Washington last June, the Bureau of Markets now offers a weekly summarized market reporting service for the use of farm papers. Beginning October 1, a weekly market summary, known as the "Weekly Marketgram," samples of which are enclosed, will be issued from Washington Mondays, Wednesdays and Fridays of each week.

The subject matter of the "Weekly Marketgram" will be paragraphically arranged under separate headings and will include weekly market summaries, covering the continental United States, on live stock and meats, wool, dairy and poultry products, grain, seed, hay and feed, fruits and vegetables, and cotton. Later, if this service meets with favor among the agricultural papers, it may be possible to prepare the summaries by geographical sections in order to give more of a local slant to the quotations and other information on subjects of vital importance and interest to certain large producing sections. The service may also be extended later in other ways to include advance release of other information issued by the Bureau of Markets.

The "Weekly Marketgram" will be prepared Monday, Wednesday and Friday afternoons and will be available for distribution late in the afternoon of those days. The release on each of the three days will cover the week ending on that day. Therefore, the subject matter of the three will overlap so that it will be necessary for any one subscriber to choose which of the

three days adapts itself to the day on which the forms of his paper close. For example, if they close on Saturday, he would probably wish to use the Friday release.

If it develops that the three days in the week chosen for the preparation and release of the "Weekly Marketgram" are not suited to the needs of the majority of papers and that a different arrangement of times of release would work out better for the majority of papers, these matters will be reconsidered and such adjustments made that will conform as nearly as possible to the needs of the majority of publications using the service, in order to make the reports as timely as possible and of the greatest value to the readers of the papers.

The "Weekly Marketgram" will be released at Washington and at certain field offices of the Bureau of Markets. The number and location of the release stations to be established outside of Washington will be determined by the number and location of the papers wishing to use the service. It is hoped to be able to release it at a sufficient number of points so that the larger number of papers can receive it by mail from the release stations the morning following preparation. This will be possible at all points having an over-night mail service from one of the points of release. However, anyone who wishes to make use of this service with the least possible delay can have it by wire from Washington or from a nearer release point, if there is one nearer him, by paying the telegraph toll.

If you wish to use this service in your paper, please fill out and return the enclosed blank. Because of the extra effort that is being made to organize this special service, it is desired that no one request it who does not intend to use it for publication. A special effort will be made by the Bureau to make the "Weekly Marketgram" valuable to the largest possible number of papers with the least expense to the papers and with the smallest possible delay after preparation. After we receive the forms filled out by the various agricultural papers, we shall determine the release stations, and, if you wish the service, we shall notify you of the location of the release station nearest to you.

It is desired that those who publish these summaries use the standardized term "Weekly Marketgram", cite the United States Bureau of Markets, and give the date of the report. The samples suggest possible forms of headings. There are others that would serve equally well. Because of the difficulty of preparing a general summary and of the numerous facts entering into its compilation, it would be dangerous to rearrange or cut the text matter under any one subject; however, it would not be out of the way for you, if you desire, to omit any whole paragraph.

Inasmuch as those connected with the editing of farm papers have probably the best idea regarding the use to which this

material may be put by their readers, it is desired that constructive suggestions be made as to the methods by which the "Weekly Marketgram" may be improved for the use of readers, and also other ways in which this special market information service may be developed for agricultural papers.

The Marketgrams are now being sent over the leased wires of the Fruit and Vegetable circuit and over the Minneapolis extension of the Live Stock leased wire to St. Paul. The Fruit and Vegetable leased wire circuits are being used because they reach more cities and the city offices are more centrally located for mailing and distributing the Marketgram than are other offices. The Marketgram is not a project report but covers all of the market reporting services of the Bureau and is issued as a Bureau report from Washington.

The Marketgram is sent over the leased wire as soon as possible after 4 p.m., eastern time, on every Monday, Wednesday, Friday and Saturday to offices having distribution lists for the day. Each office mails immediately a copy of the Marketgram to the farm papers or other periodical addresses given for such office. At present there are so few papers to receive any single issue from any one office that it probably will not be necessary to mimeograph the Marketgram for such distribution as enough legible carbon copies can be made at one time to complete the mailing. The Friday issue, however, is being distributed for the present to the lists formerly receiving the Fruit and Vegetable Weekly Market Review.

In order to distinguish the Weekly Marketgram from other mimeograph reports, large rubber stamps reading, "Weekly Marketgram, U. S. Bureau of Markets," will be furnished to distribution offices for stamping the heading on each copy in red and for stamping in red on the outside of the envelope in which the Marketgram is mailed. Every effort is being made to make this information as timely as possible when received by the papers publishing it. The field offices of the Bureau not receiving the Marketgram by leased wire will receive a mimeograph copy of the Friday issue by mail either from Washington or from one of the leased wire offices regularly making this distribution.

All communications with reference to the Marketgram should be addressed to Mr. W. A. Wheeler, Market Information, Washington. It is requested that all errors noted by representatives of the Bureau receiving the Marketgram be called to the attention of Mr. Wheeler, noting the date of issue and the office from which received. It is important that extreme care be taken to avoid errors because at present the Marketgrams have been requested by nearly forty farm papers having a total circulation of over two million.

Any suggestions as to improvement in the make-up of the Marketgram or as to time or method of distribution will be gladly received by the Market Information Division.

2. BUREAU MASS MEETING OF CLERICAL EMPLOYEES.

The mass meeting of the clerical employes of the Bureau was given brief mention in the last Information Circular. For the benefit of those who could not attend this fuller report has been prepared.

Mr. Livingston indicated the purpose of the meeting when he touched on the very general misapprehension which prevails regarding the ability of the Chief to regulate Civil Service matters, provide promotions, and bring about other changes in the order of things. This meeting was arranged and the speakers selected with a view to acquainting all of the clerical staff in a personal way with some of the difficulties which administrative officials of the Bureau encounter in dealing with the problems of clerical employes, some of the problems with which the efficiency committee has to deal, and some of the work of the Civil Service Commission as it affects clerical matters. Mr. Livingston's talk plainly evidenced his sympathy with the individual and his desire that a full understanding be brought about between the Bureau officials and the clerical staff.

This idea was elaborated by Mr. Hughes who explained in some detail the work of the Personnel Section and its aim to be of service to the entire Bureau individually and as a whole. The Personnel Section keeps closely informed regarding individual employes throughout their service, knows the needs of the different projects and is, in fact, in a position to visualize the entire clerical situation. It is not, however, directly responsible for promotions, as seems to be popularly supposed. Mr. Hughes emphasized the fact that promotions depend on the standing of employes on the efficiency register. Further development of this subject was left for a later address.

Mr. Snow, our Chief Clerk, emphasized the necessity for accuracy in work, punctuality, and harmony in relation to other workers. He placed the satisfaction of pleasant working conditions above the consideration of dollars and reviewed the advantages of working in the Bureau of Markets. Mr. Livingston endorsed the reference to punctuality and called upon the Bureau workers to obviate the possible necessity for stringently enforced rules.

Because of the great interest in the matter and the concise form in which it was presented, Mr. Bailey's statement, read by Mr. Flohr, regarding the methods used in the Bureau in preparing and rating efficiency reports and following the efficiency register in making promotions to statutory vacancies is here given in full.

"The classes of employes rated on efficiency registers include all clerical and sub-clerical employes, such as clerks, telegraph operators, telephone operators, draftsmen,

photographers, machine operators, chauffeurs, operatives, custodians, skilled and unskilled laborers, messengers, messenger boys, and charwomen.

"Each individual efficiency report is prepared in the project, office or division in which the individual is employed, generally by his or her immediate superior, and revised or corrected by the project or division head, who also arranges the individual reports for each salary class in the order in which he desires them to come on the Bureau register. This order practically never is disturbed by the Efficiency Committee.

"Each register is effective for six months, from December 1 to May 31 and from June 1 to November 30 of each year.

"The Efficiency Committee consists of five members, one of whom is the permanent chairman, the other four serving for one year each, two new members being appointed at the end of each period of six months. In the selection of these appointees an effort is made to have the various offices, projects, and divisions of the Bureau represented in turn.

"The factors considered by the Efficiency Committee in determining the relative standing of employes in any class are: First, the character of the position occupied, including the kind, volume and relative complexity of the work, and the amount and nature of responsibility involved in the duties performed; second, the degree of efficiency displayed in the performance of these duties. These are the two prime factors. Other personal factors are loyalty, personality, punctuality, initiative, adaptability and zeal. Length of service in the Bureau and length of time since latest promotion are factors given secondary consideration.

"In considering the efficiency reports of any one class, the committee keeps the reports from each project, office and division separate from others and arranged in the order desired by the office, project or division head. The number ones are then painstakingly compared in detail, and one of them selected tentatively to head the first suggestive arrangement of the class. The number two of the same office, project or division is compared with the other number ones, and a selection is made. This procedure is followed, giving each project the importance its size warrants, until a report is reached from some division that does not recommend immediate promotion. The reports from that division then are laid aside until those of all the other divisions and projects have been brought to the same point. Then the process is resumed with the papers of employes who are recommended for a possible promotion at a later date. Then those who, from current indications, are not recommended for promotion at all are listed.

Next, the list as tentatively arranged is carefully reviewed and checked, the individual reports compared again in detail, and any changes upon which the committee agrees are made. In all classes extreme care is exercised as far down on the list as promotion may possibly reach during the ensuing six months, and the papers are reviewed again and again.

"In many cases, and especially in the classes numerically the largest, there may be groups of two or more individuals between or among whose claims for precedence there is virtually a tie. In such cases the relative ratings must depend, of course, upon comparatively slight differences in the individual records or in their efficiency reports.

"After the entire register has been tentatively completed by the Efficiency Committee, the head of each division or independent office or project is given the opportunity of examining it in detail and making any suggestions he may see fit in regard to changing the relative standing of any employee or employees of his project, office or division. Such suggestions are given specially careful consideration by the Efficiency Committee and the Chief of Bureau.

"The register, as finally established, is signed by the Efficiency Committee, approved by the Chief of Bureau, and the original copy transmitted to the Office of the Secretary. During the following six months, all promotions to fill statutory vacancies are based on this register. A recently established policy of the Bureau is to adhere rigidly to this rule, even in cases wherein greatly increased responsibilities warrant immediate promotion. In such cases, promotion is made on the lump sum rolls, or an adjustment made on the next succeeding register.

"I would like to call attention to one paragraph in a recent memorandum from the Chief, which reads: 'For some time past I have given very careful consideration to the recommendations for clerical promotions which require the approval of the Efficiency Committee, and have come to the conclusion that it would be advisable for the Efficiency Committee to meet as a body to consider and discuss these recommendations before signing same, allowing the division or section leader responsible for same an opportunity to appear before it and give the committee any additional information it may desire. I believe this will afford the members of the committee an opportunity to become more fully informed as to the merits of the respective cases presented, and to give more equitable consideration thereto.'

"Just one word more about the possibility of your losing your place on the efficiency register. It is only through delinquency or loss of efficiency on your part that it is possible for you to lose your place on the register for the six months during which a register lasts."

Miss Lyne reviewed the make-up of the enormous Government machine of which each worker is a part and pointed out some of the gratifications and some of the drawbacks of such a position. The evolution of various prohibitions and inhibitions was traced and the resulting technicalities which often stand in the way of earnest recommendations of Chiefs and Secretaries were explained, especially with reference to the statutory roll and positions. Comparative advantages of governmental and of outside employment were shown to vary with changing times and conditions and workers were urged to consider their positions, their work and their conditions from a general and impartial rather than from a close, personal viewpoint.

Mr. Sherman, from the vantage ground of observation of conditions both before and after, pointed out the great improvements that have been made in the Government service by the operation of that same Civil Service law which seems so often to work to the temporary disadvantage of the individual. Before its enactment, Federal service was a matter of political appointment, of insecure tenure, of shifting personnel. Through it, the Federal service has become a field in which a worker may give his best endeavors throughout a consecutive series of years with the satisfaction of seeing a piece of work develop under his hands, extend its influence and bring, sometimes, tangible and gratifying results.

Mr. Livingston closed the meeting with the earnest hope that those present would understand better than before the present situation in the Department and in the Bureau, both as it affects the individual and the work as a whole.

3. DEDUCTION FROM PAY FOR OVERDRAWN LEAVE ON SEPARATION FROM THE SERVICE.

The Administrative Regulation on this subject reads, in part, as follows:

"On separation from the Department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of 2-1/2 days for each month of service since the first of the calendar year for employees in the District of Columbia and 1-1/4 days for employees outside of the District of Columbia."

It is understood, of course, that in order to receive this accrued leave the employee should have a good record. In order to grant more than accrued leave to be taken after the last day actually worked, or to permit leave taken in advance of the last day of service in excess of accrued leave to stand, it is necessary that a waiver of the regulation

be made by the Secretary. This waiver is granted only in very exceptional cases. It has sometimes been granted in the past where leave was used because of illness.

Where leave has been overdrawn, it is very important to withhold from the final salary of the resigning employee an amount equivalent to that represented by the overdrawn annual leave. If the case appears sufficiently meritorious to warrant taking up with the Secretary and is subsequently approved, the employee may be paid for the excess leave on a voucher.

4. NEED FOR ECONOMY.

The attention of all employees of the Bureau is called to the necessity of observing the most rigid economy in conducting the work in which they are engaged. The Bureau's appropriations for the current year are materially less than last year. However, the work in some sections has not been reduced proportionately and consequently the administrative officers are finding it very difficult to carry on the work outlined in the present schedule under the allotments available. Any reduction in expenses either by curtailment in force, where adjustment is possible without impairing the service, or by reduction in operating cost (supplies and equipment) would materially aid in the continuance of the work already planned for the remainder of the fiscal year. The cooperation of all employees to this end is requested.

5. PERSONNEL NOTES.

Mr. E. G. Montgomery, in charge of the Foreign Markets Service, left Washington on October 7 for Chicago where he will confer with members of the live stock industry and officials of the American Farm Bureau Federation regarding a foreign markets news service on live stock, meats and animal products. Mr. Montgomery recently attended conferences in Des Moines, Iowa; Lincoln, Nebraska; and Manhattan, Kansas, where he discussed this subject with officers of various farm bureaus, State and other officials.

Messrs. L. M. Davis, F. S. Ruggles, and A. V. Swarthout are at the National Dairy Show at Chicago from October 7 to 16. They are in charge of a demonstration and exhibit of the dairy work of the Bureau.

Mr. C. W. Fryhofer, Supervising Inspector of Dairy Products, has been authorized to assist in inspecting the butter exhibited at the Annual Convention of Creamery Operators and Managers at St. Paul, October 25 to 27. He will also discuss "Butter Market Inspection" at the convention.

Mr. Roy C. Potts will attend various dairy association meetings at the National Dairy Show during the week October 10 to 17 and will also attend the convention of the National Poultry, Butter and Egg Association at Chicago October 18 and 19.

The American Farm Bureau Federation has extended an invitation to the Chief of the Bureau to attend a conference of its representatives at Chicago, October 7 to 16, to consider problems of the live stock industry, particularly in connection with marketing. Mr. Livingston has designated Mr. E. W. Baker, in charge of the Chicago office of the Live Stock and Meats Division to represent the Bureau at the early sessions of this conference.

Mr. Baker also has been requested to come to Washington to attend a conference on October 11 and 12 dealing with the Bureau's statistical and market reporting problems.

Mr. D. S. Bullock is attending the National Swine Show at Des Moines, Iowa, for the purpose of meeting representatives of the various Swine Breed Associations. While there he is making a motion picture film dealing with the swine industry in the United States. This film will be exhibited in South America in connection with the campaign to develop trade in pure bred live stock between the United States and South American countries.

Mr. Alfred B. Smeby, a former employee of the Live Stock and Meats Division, has reported for duty at the South St. Paul office as a representative of the Minnesota State Department of Agriculture under the cooperative arrangement between that Department and this Bureau for reporting the South St. Paul live stock market.

Mr. F. P. Allen, Assistant in Marketing Live Stock and Meats, who has been engaged on the retail meat investigation, has resigned and left for his home in California.

Mr. Turner R. H. Wright, who has been serving as Live Stock Specialist, was appointed to the position of Agent in Marketing on September 27. He will now be engaged in studying the marketing and distributing of farm products in Arkansas, disseminating information relative to the handling and marketing of these products, and assisting in the development and improvement of cooperative and other marketing agencies.

Mr. Theodore F. Powell, who has been serving as Specialist in Transportation, resigned September 16 in order to accept a commission as Major in the Regular Army. He has been on military furlough in this Bureau since May 1, 1917.

Mr. Robb, in charge of the Food Products Inspection Service, has gone on a three weeks' trip through the South and the Middle West for the purpose of visiting the various inspection offices. During his absence Mr. Hackleman will handle the work of the Inspection Service in Washington.

Mr. Paul M. Williams closed the field station of the Market News Service on Fruits and Vegetables at Grand Junction on September 29. During the next few months he will devote his time to the field work

connected with the weekly market reports on peanuts. It will be remembered that Mr. Williams was in charge of the peanut station at Suffolk, Va., last season. This year he probably will not be stationed at any one point but will travel throughout the peanut-producing sections, maintaining contacts with the trade and with reporters who will cooperate in this service. He will also visit the mills and oil-crushing establishments in the Southwest and Southeast for the purpose of securing f.o.b. reports and other information for the peanut bulletins which are issued from Washington once a week.

Mr. William P. James, who has been on the Inspection staff of the Fruit and Vegetable Division in Chicago for the past few months, has resigned, effective October 9. It is understood that he has accepted a position with the Illinois Agricultural Association of Chicago.

Mr. H. W. Samson, in charge of the Grades and Standards work, has returned to Washington, after having spent about six weeks in the Watsonville, California, apple district, assisting in the establishment of a State shipping-point inspection service.

Employees who remember Mr. J. R. Cavanagh, formerly connected with the Market News Service on Fruits and Vegetables, will be interested to learn that he is now back in Kansas City, as a member of the staff of the "Kansas City Packer." After leaving the News Service he became Field Agent in Marketing in the State of Indiana and later in the State of Missouri, after which he held, for a brief period, the secretaryship of the Greeley, Colorado, Chamber of Commerce.

Mr. Colonel L. Brown was appointed Scientific Assistant in Marketing on October 1. He will assist Mr. Hall with the Market News Service on Fruits and Vegetables in the Chicago market, after a period of training in the Washington Office.

Mr. William S. Reiterman has been appointed Scientific Assistant in Marketing and assigned to the Chicago office of the Fruit and Vegetable Division where he will take the Inspector's training preparatory to service in the Food Products Inspection Project.

Mr. Louis A. Dellwig, Jr., was appointed Assistant in Marketing Fruits and Vegetables on October 4. He has reported for duty in the Washington office of the Market News Service on Fruits and Vegetables and probably will be stationed at the Rochester office where he will assist Mr. Wiggins.

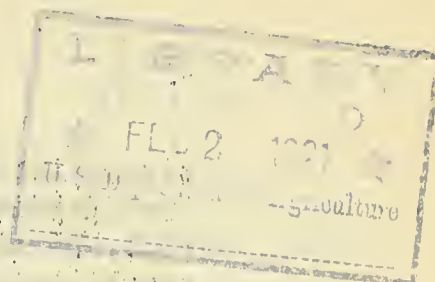
Mr. Arthur E. Nelson, who has been serving as Assistant in Marketing Fruits and Vegetables, tendered his resignation, effective September 28, to engage in the citrus packing and shipping business.

Mr. J. Harold Hoover, Food Products Inspector, resigned his position in this Bureau recently to accept employment with a firm at Saline, Kansas.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 7.

October 26, 1920.

1. DAMAGES TO AND LOSS OF GOVERNMENT PROPERTY IN TRANSIT.

Owing to the fact that many consignees do not notify the agents of delivering carriers of damages and losses which occur to shipments while in transit, the section of Supplies and Accounts, in many instances, has had great difficulty in obtaining settlements from common carriers for the damages or losses. As soon as it is discovered that Government property has been damaged or lost in transit, the agent of the last carrier should be notified immediately so that he may have an opportunity to inspect the shipment for the purpose of ascertaining whether his company should be held liable therefor.

When the amount of the damage or loss has been determined, either by the actual cost of repairs or replacement, a statement giving such details as will identify the shipment and transactions pertaining thereto should be forwarded to Washington, particular attention being given to quoting the number of the bill-of-lading, or, in the case of express shipment from Washington, the date and contents of the shipment.

2. BOARDS OF SURVEY.

There have been inquiries regarding the personnel of the boards of survey mentioned in property regulations, Par. 9, which requires that "Articles for which the Department has no further use and articles which have become unserviceable will be submitted to a board of survey for sale or other disposition." Following is a list of the members of these boards in the cities named:

Boston: George W. Paine
F. L. Wallace
Miss Helen Walsh

New York: H. D. Knoop
Laurel Duval
P. L. Gray

Chicago: W. H. Hall
Irving W. Pew
Edward P. LeMott

Philadelphia: L. E. Gaylord
J. A. Burgess
E. R. Biddle

3. CONTRACT TIRES ONLY MAY BE PURCHASED.

The Treasury Department insists that all tires of the kinds and

sizes listed on informal bid No. 12, a copy of which has been sent to each Bureau office operating an automobile, purchased prior to January 1, 1921, be secured in accordance with the terms of this bid. Special care should be exercised in the purchase of tires to comply with this rule; otherwise claims for payment can not be approved.

4. AMERICAN BANKERS ASSOCIATION VISITS DEPARTMENT.

The Agricultural section of the American Bankers Association, which was in convention in Washington October 18-22, visited the Department of Agriculture on Monday of that week. The party, consisting of about 100 bankers, went first to the Bureau of Crop Estimates to see the work done there. At 10 o'clock Secretary Meredith welcomed the party with a few words, after which the Bureau of Chemistry staged several grain dust explosions in front of the Main Building. The bankers then divided into four groups to visit the Bureaus of Plant Industry, Animal Industry, and Markets, and the Office of Farm Management. Each group visited the four bureaus in turn.

In the Bureau of Animal Industry the bankers were taken to the Office of the Chief and were greeted by Mr. B. H. Rawl, and Dr. James A. Kiernan. The work of the Bureau was explained in a general way and then the party was taken to the Pathological Division and to the Dairy Division. In the latter place they were invited to sample the Roquefort and Swiss cheese made in the course of the experimental work of the Division.

Dr. Taylor, Chief of the Bureau of Plant Industry, reviewed the work of his Bureau in general terms and pointed out particularly the work it has done in connection with the development of new industries such as the raising of dates, Smyrna figs and American-Egyptian cotton in this country. Samples of the dates and figs grown in connection with this experimental work were greatly enjoyed and the parties also examined exhibits illustrating the damage done by various types of plant diseases.

In the Bureau of Markets the bankers were greeted by Mr. W. A. Wheeler, in charge of the Market Information Division of the Bureau, as Mr. Livingston was absent from the city at that time. After certain fundamentals of the Bureau's work had been explained by Mr. Wheeler, the parties examined the exhibit of wool and cotton standards, and were given an insight into the workings of the telegraphic market news service by means of the board showing the live stock quotations and by means of a large map of the entire leased wire system of the Bureau displayed in the telegraph room. Exhibits relating to the work of grain standardization, the storage of fruits and vegetables and the food products inspection service were also inspected.

In the Office of Farm Management the Chief, Dr. H. C. Taylor, made a short explanatory address and introduced several speakers who explained various phases of the work in detail.

5. LANTERN SLIDES.

The Live Stock and Meats Division has a complete set of lantern slides which were made from photographs showing the various classes and grades of live stock and dressed meats on which the Bureau reports market prices. These slides are in natural colors and should prove to be of great value in educating producers and others as to the grading system in use. The photographs were originally taken for the purpose of preparing the exhibit which was shown at State Fairs this year.

6. WOOL EXHIBIT.

The Bureau's wool exhibit is receiving considerable attention at the various State Fairs. The exhibit includes the tentative wool grades and the processes of manufacture from grease wool to the finished product, under the Bradford, French and Woolen Systems. Much interest in the proposed standardization is evidenced from the inquiries and comments which are being received by the Bureau.

7. DEPARTMENT OF AGRICULTURE CLUBS.

Representatives of the various bureaus of the Department of Agriculture in Albuquerque have recently organized the "Department of Agriculture Club of Albuquerque, New Mexico." The first meeting was held on September 17, with an attendance of 20 members. It is planned to hold the meetings monthly in the Chamber of Commerce Building and to have them take the form of smokers and Dutch lunches.

A report from San Francisco indicates that the Department club in that city, mentioned in the Information Circular Vol. III, No. 3, Aug. 25, has been meeting regularly since its organization. Luncheons are held on the first Wednesday of each month. From 10 to 20 persons have been present at each meeting. The club has taken up the matter of having the bureaus and divisions of the Department listed in the city telephone book in a logical manner.

Secretary Meredith has expressed interest in the formation of such organizations, and has suggested that representatives of our Bureau cooperate with representatives of other Bureaus in the formation of such clubs in other cities.

8. DIVISION OF MARKETING STATISTICS.

The statistical work of the Bureau under the supervision of Dr. C. J. West has been organized into a division.

9. EMERGENCY FIELD PRINTING.

Division of Publications Memorandum No. 12, dated October 9, setting forth the regulations regarding emergency printing and binding

other than at the Government Printing Office, has recently been mailed to all field offices. The attention of all persons having to do with printing and binding is directed to this memorandum and to the Secretary's Memorandum No. 268, dated March 10, 1919.

10. STATISTICAL CONFERENCES.

Statistical conferences of this and other Bureaus are being held from time to time. These will be reported in a later issue of the Information Circular.

11. PERSONNEL NOTES.

Mr. Livingston will be in Ithaca on October 28 at the 1920 annual conference of the New York State Extension Service. He is to speak at the morning session on "Progress with marketing problems."

Mr. Sherman left on October 21, for Columbus, Ohio, to attend meetings of the American Farm Bureau Federation on Friday and Saturday. He also addressed a marketing conference of canning crop interests, relative to this important branch of agriculture.

Dr. F. C. Meier, of the Inspection staff of the Fruit and Vegetable Division, is in Caribou, Maine, where he is making further investigations regarding potato diseases.

Mr. G. C. White, In Charge of the Transportation Division, has returned to duty. Mr. White has been absent from the office since last July on account of his health. Mr. J. G. Cross handled Mr. White's work in his absence.

Mr. Harry A. Tallman, who has been serving as Assistant in Transportation, resigned October 12, to engage in the practice of law.

Mr. Walter Fowler, Grain Supervisor, resigned on September 30, to accept a position as Assistant Chief Inspector in the Omaha Grain Exchange. He was employed in the Bureau for more than three years, and at the time of his resignation was in charge of the Omaha Federal Grain Supervision District.

Mr. W. J. McDonald, Grain Supervisor of the Milwaukee office, is to be transferred to Omaha to take charge of that office. Harry F. Gray, Assistant Grain Supervisor, will be in charge of the Milwaukee office.

Mr. E. W. Baker, in charge of the Chicago office of the Live Stock and Meats Division who was in Washington from October 11 to 13 in conference with Bureau officials, has returned to his official station, stopping at Lancaster, Harrisburg and Pittsburgh, Pennsylvania, in the interest of the market reporting service.

Mr. D. S. Bullock has just returned from the Middle West where he attended the National Swine Show at Des Moines, Iowa, the National Dairy

Show at Chicago and visited several secretaries of live stock associations. He directed the taking of motion pictures dealing with the swine industry in the United States. These pictures will be exhibited in South American countries in connection with the pure bred live stock campaign.

Mr. Stephen Bray, Specialist in Charge of the Live Stock and Meats Division, who spent two weeks vacation in Kentucky, returned via Chicago to confer with the United States District Attorney with reference to pending cases involving live stock supervision matters and to consider market reporting problems with local representatives.

Mr. James K. Wallace, Assistant in Marketing Live Stock and Meats, who is engaged in reporting the cattle market at the Chicago office, has tendered his resignation effective November 17. Mr. Wallace has been employed in the Live Stock and Meats Division of the Bureau since May, 1918, and has filled satisfactorily a number of important assignments in addition to the market reporting work. He resigns to accept the management of a Georgia land and cattle company.

Mr. Daniel W. Willingmyre, Investigator in Marketing Wool, left Washington October 18 on a field trip, which will include Philadelphia and Boston, for the purpose of purchasing material to be used in connection with the preparation of tentative wool grades.

Mr. G. C. Wheeler of the Hay, Feed and Seed Division was one of the speakers at the annual meeting of the United States Feed Distributors Association held at the Morrison Hotel, Chicago, Illinois, on October 14 and 15. He discussed with the members various phases of the feed business which are causing jobbers considerable inconvenience.

Mr. G. A. Collier of the Hay, Feed and Seed Division, returned this week from a short trip in the Southeast where he secured the services of hay and feed correspondents who will advise this Bureau regarding market conditions in their respective markets. Mr. Collier also obtained samples of hay at various points for use in connection with the hay standardization.

Mr. W. A. Wheeler who is in charge of the Market Information Division of the Bureau has been requested to attend the Mid-West conference of the American Farm Bureau Federation officials in Columbus, Ohio, November 9 and 10 to present the Marketgram service.

Mr. G. O. Gatlin of the Division of Cooperative Relations has gone to Southern Georgia accompanied by Mr. M. C. Gay to superintend the taking of a motion picture on sweet potato growing, harvesting, marketing and storing. This film is being prepared in cooperation with the Bureau of Plant Industry and will be practically complete after taking the Georgia scenes.

Mr. Cloide Everett Brehm, who has been associated with the work of the Bureau since May, 1917, resigned his position as Field Agent in Marketing in Tennessee, effective September 30, to become Assistant Director of the Division of Extension, University of Tennessee.

Mr. Ray C. Bish, who has been serving as Assistant in Marketing Dairy Products in connection with the Market News Service on Poultry and Dairy Products, has been transferred to the Food Products Inspection Service and assigned to field duty. He has been given the designation of Food Products Inspector.

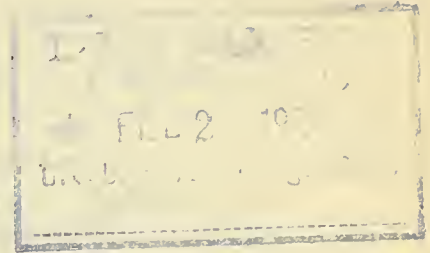
Dr. C. J. West and Mr. E. G. Montgomery represented the Bureau at the 34th annual convention of the Association of Land Grant Colleges at Springfield, Massachusetts, October 19-22.

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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 8

November 9, 1920.

1. CONSOLIDATION OF BUREAUS OF MARKETS
AND CROP ESTIMATES.

The Secretary of Agriculture has approved of the consolidation of the Bureau of Markets and the Bureau of Crop Estimates under the name of Bureau of Markets and Crop Estimates. The idea was presented to him by a joint memorandum from the Chiefs of the two Bureaus, copy of which is attached. This recommendation has been made by the Secretary in his estimates to Congress for the coming year.

I am sure that every member of the Bureau of Markets staff hopes that Congress will approve the recommendation. I wish to bespeak the hearty cooperation of every member of our staff in effecting a harmonious and satisfactory consolidation. It is a matter in which the individual can be of great assistance, for the officials of both Bureaus wish to make of it an organization marked by enthusiasm and effective service.

George Livingston,
Chief of Bureau.

September 17, 1920.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

We respectfully recommend for your favorable consideration the consolidation of the Bureau of Markets and The Bureau of Crop Estimates into one Bureau to be called "Bureau of Markets and Statistics". We have given very careful consideration to the matter and make this recommendation only after we have arrived at the conclusion that the proposed consolidation should be made in the interest of good administration and efficient service. In an attached memorandum prepared by Mr. Estabrook the principal advantages to be gained and the possible objections to the proposed consolidation are briefly set forth. After you have considered the matter we should be very glad to discuss it with you.

In order to bring about the consolidation it will be necessary, of course, to make certain administrative adjustments and to provide legal authority. The following are recommended for your consideration.

Administrative changes:

- (1) The Chief of the Bureau of Crop Estimates to become the associate Chief of the combined Bureau:
- (2) The recognition of the present staff of the Bureau of Crop Estimates on the same basis as the present staff of the Bureau of Markets in accordance with relative rank, ability and value of service:
- (3) The present Bureau of Crop Estimates staff to be represented on the combined Bureau committees, such as the Bureau Efficiency Committee:
- (4) The carrying out of the enlarged program of the Bureau of Crop Estimates so far as practicable with the annual appropriation:
- (5) The assignment of suitable office space for the combined Bureau, preferably in the Dieber Building.

Legal Authority: by changes in the appropriation Act for the fiscal year 1922 as follows:

- (1) Omit all items in the appropriation Act heretofore carried under "Bureau of Crop Estimates":
- (2) Title: Change title of the Bureau of Markets in the appropriation Act by adding the words "and statistics" so as to read "Bureau of Markets and Statistics".
- (3) Add to each salary grade in the Bureau of Markets the number of positions estimated for the Bureau of Crop Estimates and increase totals accordingly:
- (4) Crop Estimates Item: Insert just following the item for foreign marketing work and just preceding the paragraph on market news service the following: "For collecting, compiling, abstracting, analyzing, summarizing, interpreting and publishing data relating to agriculture, including crop and livestock estimates, acreage, yield, grades, stocks and value of farm crops and numbers, grades and value of livestock and livestock products on farms", and the amount estimated as necessary.

(5) Administrative Expenses: Combine and reduce so that the amount asked for General Administrative Expenses of the Bureau of Markets and Statistics is \$30,000 instead of the two items now carried which total \$40,635.

(6) Insert appropriate language making applicable to the New Bureau any general provisions of law which are now applicable specifically to the Bureau of Crop Estimates. In the Act of June 30, 1914, when the name of the Bureau was changed from "Bureau of Statistics" to "Bureau of Crop Estimates" the following paragraph was included: "That hereafter the powers conferred and the duties imposed by law on the Bureau of Statistics of the Department of Agriculture should be exercised and performed by the Bureau of Crop Estimates". Presumably, the same language modified with respect to the names of the Bureaus would be sufficient for the purposes of the change now proposed to be made.

Respectfully submitted,

(signed) Leon M. Estabrook,
Chief, Bureau of Crop Estimates.

(signed) George Livingston,
Chief, Bureau of Markets.

MEMORANDUM REGARDING PROPOSED CONSOLIDATION OF
THE BUREAU OF MARKETS AND THE BUREAU OF CROP ESTIMATES.

Advantages of Consolidation:

(1) Saving in funds. Economies can be effected -

(a) In some states in the matter of quarters and equipment for agricultural statisticians and other employees of the two Bureaus.

(b) In crop and live stock specialists; i.e., the same specialists can serve both Bureaus, and the enlarged Bureau could get along with one senior specialist, instead of two senior specialists for two separate Bureaus, and a junior specialist can be employed to aid the senior, to insure having a trained successor and continuity of service in case the senior leaves the service.

(c) In foreign representatives; i.e., like the crop and livestock specialists, a single representative in a foreign country can serve both Bureaus, or a senior and junior representative in lieu of two seniors serving two separate Bureaus.

(d) In utilizing statistical, editorial and other clerks, stenographers and accountants of both Bureaus to better advantage.

(e) By consolidation of duplicating and mailing service.

(f) By bringing together in one statistical research division specialists working along statistical lines, especially statistics of consumption, production, market movement and demand, imports, exports, surpluses and deficits, and prices of agricultural products of all countries.

(g) In purchase, custody, distribution and utilization of supplies and equipment.

(2) Avoidance of duplication of work and friction:

(a) Better coordination and organization of work of the two Bureaus will be possible.

(b) Better utilization of the higher personnel and partially overcome the difficulty of retaining in service experienced men of constructive ability.

(c) Organization and personnel can be more economically administered and utilized.

(d) Confusion between Bureau of Markets and Bureau of Crop Estimates which now exists will be avoided.

The wording of the separate sections in the appropriation Act under which the two Bureaus operate independently or in cooperation is broad in both cases and apparently authorizes duplication of function and work.

The authority of the two Bureaus clearly overlaps. There has been and probably always will be a tendency for the two Bureaus to overlap under such broad authorization. Conflict and friction developed in the past by reason of overlapping authority and duplication of work, and further trouble was avoided only after conferences, correspondence, and a mutual agreement to the effect that the farm should be regarded as the dividing line, the Bureau of Crop Estimates limiting its activities to ascertaining production on the farm and prices to producers, and the Bureau of Markets taking jurisdiction of products only after they had left the farm. All possible duplication of work, expense, and friction will be avoided by consolidating the two Bureaus under one head. Such a complete and permanent settlement of all questions of this kind will appeal strongly to Congress and to the public.

(3) Better service to the public:

(a) Crop reports and market reports can be published together instead of separately so that farmers and business men will have the whole story in one publication.

(b) Utilization of leased telegraph wires for transmitting crop information to Washington and dissemination of crop reports.

(c) Crop estimates can better be adapted to the needs of marketing agencies.

(d) More efficient and satisfactory cooperation with marketing agencies and farmers' organizations; i.e., it should be easier to effect satisfactory cooperative relations between one Bureau dealing with both supply and demand problems in which farmers' organizations and marketing agencies are vitally interested than it is for two separate Bureaus working independently.

(4) Appropriations.

Marketing is coming to be recognized as the biggest undeveloped field in agriculture and it should be greatly to the advantage of the Bureau of Crop Estimates to participate in its development, because-

(a) The fundamental relation of estimates of production and supply and the work of the Bureau of Crop Estimates to marketing problems will be recognized.

(b) Estimates of production, stocks and relative supply by the Bureau will be utilized more than at present.

(c) The necessity for developing the project of estimating marketable surplus production, grade or quality, and farm stocks will be more readily apparent and the necessary appropriations therefore can be more readily secured.

The public can see the possibility of practical benefit from marketing investigations and reports, while the relation of crop estimates to marketing is not so readily apparent and there is a widespread feeling among farmers and some business men that agricultural statistics are relatively unimportant and of little practical value. By merging the two Bureaus, crop estimating will become an essential part of the Bureau of Markets and the purely statistical work can be carried on, utilized and made available by the larger combined organization far more effectively than separately by the Bureau of Crop Estimates alone.

(5) The apparent saving in funds, the avoidance of duplication, and the possibility of better service should appeal to Congress as good reasons for the proposed consolidation and for making adequate appropriations for the combined services. The consolidation of the two Bureaus should also appeal to the public, especially business men and marketing agencies, as a move in the right direction which should result in more economical and efficient administration and service, and as such should reflect credit upon the Department as a business institution.

Possible objections to consolidation.

I. Loss of identity of Bureau of Crop Estimates.

The Bureau of Crop Estimates has become widely and favorably known as a separate and independent Bureau of the Department of Agriculture and as the successor of the Bureau of Statistics and Division of Statistics which antedated by twenty years or more the organization of the Department of Agriculture. It has a long list of bulletins and other publications and a record of valuable public service to its credit. The present personnel, especially the administrative staff and state agricultural statisticians (field agents) who have helped to develop the service in recent years, take pride in its record and present standing. Consolidation with the Bureau of Markets involves a sacrifice of Bureau identity which the personnel of the Bureau would regard as a loss.

The identity of the Bureau can be partially preserved by adding the word "statistics" to the title of the Bureau of Markets. The Bureau was known as the Bureau of Statistics until 1914, when it was changed to Crop Estimates; much of its work is statistical and quite distinct from crop estimating; and the title "Bureau of Crop Estimates" has never been popular with the Bureau personnel because it gave undue emphasis to the crop estimating features of its work and no indication of its function as a statistical clearing-house for agriculture. As a matter of fact, only a relatively small portion of the public knows of the Bureau of Crop Estimates, and with proper publicity the crop reporters and those who know of the existence of the Bureau can be fully informed of the change in title and continuity of personnel, records and service.

II. Loss of independent action by Bureau of Crop Estimates.

This would be most felt by the administrative officials, but it seems probable that no embarrassment would result if the present administrative staff of the Bureau of Crop Estimates is retained and shared in the administrative councils of the combined Bureau.

III. Loss of prestige and publicity for Bureau of Crop Estimates.

This will be felt only by the personnel of the Bureau. The special function and activities of the present Bureau will probably receive as much if not more publicity when combined with the Bureau of Markets. The Government crop reports and the agricultural statistics issued under the name of the combined Bureau should be regarded as equally authoritative and carry as much weight as they do when issued by the Bureau of Crop Estimates alone. In fact, they should receive wider publication and be utilized to a greater extent when issued by the combined Bureau in connection with market information than in the past.

IV. Loss of possible advantage as a separate Bureau in presenting work and necessary appropriations before Congress.

In submitting estimates of appropriations and advocating adequate appropriations for the statistical and crop estimating service before the Agricultural Committees of Congress, it is of possible advantage to present them projects of a separate and independent Bureau coordinate in rank with other Bureaus of the Department. In other words, these projects might appear to be given relatively more prominence and likely to receive more consideration in committee hearings when presented as Bureau estimates than could be expected if they were presented among a number of projects submitted by the combined Bureau.

On the other hand marketing is coming to be recognized as the greatest undeveloped field of agriculture, and any project of importance in marketing such as crop estimating and the statistics of supply, is more likely to receive favorable consideration in Congress and by the public than is probable when presented separately and independently of the marketing field. The fact that crop estimates and statistics of supply are of fundamental importance in marketing investigations and operations is not readily apparent to the general public. If these projects can be presented under the label of markets and along with other marketing projects their relation to and connection with marketing will be apparent immediately and the necessary funds should be more easily obtainable.

V. Possibility of having project allotments of funds reduced in the combined Bureau for the benefit of other projects.

This is not likely to happen if the administrative staff of the Bureau of Crop Estimates is retained and participates in the combined Bureau councils.

VI. Possibility of change in personnel of present Chiefs of Bureau and change of policies which might result in changing methods and scope of crop estimating and statistical projects so as to destroy the continuity and comparability of crop and livestock data.

It does not seem probable that the resignation of one or both of the present Chiefs of the two Bureaus would materially change the policies with respect to crop estimating and statistics, so long as the present administrative staff of the two Bureaus is retained.

VII. Possibility that the usefulness of the Bureau of Crop Estimates' organization, system, and results might be curtailed by limiting its field of activity to purely marketing problems by ignoring the fact that the Bureau has in the past performed several functions not directly related to marketing, such as compiling and publishing certain agricultural statistics of general interest and value, and utilization of its organization and system for obtaining information quickly on a country-wide basis relating to different phases of agricultural production and conditions on farms for the use of specialists in other branches of the Department, such as Plant Industry, Animal Industry, Entomology, Soils, Farm Management, Public Roads, Forestry, etc.

Inasmuch as the same machinery will continue to be available and the desire of the combined Bureau to be of service will remain the same, no material change should result from the consolidation of the two Bureaus with respect to the services rendered other Bureaus, but it may be expected that as the work of the Bureau of Markets enlarges and the practical value and importance of crop estimates in relation to marketing becomes better understood and appreciated, the demand for such estimates will increase and the Bureau's field of activity will be enlarged.

VIII. Unpopularity of the Bureau of Markets among certain classes of business men.

Field agents of the Bureau of Crop Estimates have reported much unpopularity and criticism of the Bureau of Markets among business men, especially grain dealers and livestock agencies, and these reports have been confirmed by more or less criticism in trade journals. No doubt such dissatisfaction with the Bureau of Markets as exists is probably due to the regulatory features of its work or to the insufficiency of its appropriation as compared with its opportunities, or at any rate its results have not come up to public expectation. Probably the public expects too much and is not well informed as to the difficulties involved in the problems with which the Bureau of Markets has to deal.

The very nature of its work involves some interference with private business. Private business does not relish having certain of its well established practices criticised or brought into the lime-light, or private business may fear that some of its methods may have to be changed and the thought of change of any kind is painful to certain types of men. The Bureau of Crop Estimates has largely overcome the attitude of criticism and opposition which it encountered a few years ago. Its service is coming to be appreciated and it has made friends in every state. It is purely a service Bureau and its work does not interfere with the business of any individual, firm or corporation. Business men and editors, especially, are usually glad to meet representatives of the Bureau of Crop Estimates, to render such assistance as may be convenient, and to speak a good word for the service. In other words, the Bureau of Crop Estimates has built up a valuable "good will". The fact can not be overlooked that both Bureaus are branches of the same Department, that their work is closely related, that both are trying to serve the public, and that if better service is likely to result from consolidation then the two Bureaus should join.

IX. Name "Bureau of Markets and Statistics".

It is possible that the use of the "Statistics" in the title may arouse unnecessary opposition on the part of those who believe that there would be duplication of statistical work in the Government Departments. This attitude may be assumed by the Bureau of the Census and the Bureau of Efficiency, and might influence members of Congress.

Such criticism, however, is not justified by the facts because the present and proposed work of the Bureau of Crop Estimates will not be changed. Also it is essential that statistical work be done in the Department of Agriculture as a basis for research, regulatory and extension work.

2. MESSAGE TO DIVISION AND PROJECT LEADERS.

Mr. W. A. Wheeler of the Division of Market Information has recently sent a letter to the Project and Division Leaders in which he called attention to the great opportunities open to the Bureau of Markets in the public press. The Office of Press Service has never been able to have the Bureau of Markets adequately covered and has relied upon voluntary contributions from the men in charge of various lines of work. On the whole these contributions have been inadequate in comparison with the great amount of material that might be given out.

Bureau bulletins and the Market Reporter though of great value are not to be regarded as the only means of disseminating Bureau information. The press of the country is the most important medium for getting in touch with the people. Even now there are thousands of farmers in the country who are not aware of the existence of such an organization as the Bureau of Markets. A great many "stories" of definite news value that the newspapers would be glad to use, are no doubt buried in the files of the Bureau. Brought to light, these would receive valuable space and would have great importance in presenting the Bureau to the public.

Mr. Frank George formerly of the Office of Information is now on Mr. Wheeler's staff and will maintain direct contact between this Bureau, the Office of Press Service and outside news agencies. Project leaders and Division Heads are urged to make a special point of cooperating fully with Mr. George and to send articles to him so that the Bureau may receive the full share of publicity, to which it is entitled. Mr. Wheeler's letter called attention to the fact that publicity of this sort is not self advertisement but that it is the duty of the Bureau to acquaint the largest possible number of producers with the results of its work. The Bureau's message to the public can best be conveyed through the press and the opportunity for this is very great at present.

3. CONFERENCES ON STATISTICAL METHODS.

In August, Mr. Nat C. Murray of the Bureau of Crop Estimates and Dr. C. J. West of the Bureau of Markets, called a conference to arrange for a series of informal meetings for "the discussion of such topics as may be of general statistical interest or such topics of statistical methods as may arise in the course of our duties in the Department." It was decided to hold a number of such meetings, departmental in scope.

As a result, the first one took place September 15 in the conference room of the Bureau of Markets. A paper was read by Mr. George K. Holmes of the Bureau of Crop Estimates on "Estimating Methods vs. Census or Counting Methods." Mr. Holmes discussed the difference between these two ways of arriving at conclusions and showed by example some of the advantages and disadvantages of each. He showed that even in some instances where the counting or census method was possible it was but little, if any, more accurate than the estimate method. In some cases such as estimating the state of the pastures in Virginia, and like problems, the census method is not possible and the estimate is the only way of reaching a conclusion. Another reason why the estimate is frequently more desirable is because it is less costly than a census. Sometimes an expensive census will yield no more accurate

result than an estimate based on sound premises.

In making farm estimates Mr. Holmes stated that it was usually advisable to consider the average farm, as the number of farms above and below that average generally counterbalance each other. Estimates are sometimes desirable because of the need for haste where a census can only be taken slowly and usually an estimate can be reached in a short time. Also it is the only possible method in reaching conclusions as to conditions which change rapidly. He then spoke of a few of the classes of estimates such as the estimated ratio of increase or decrease between two known quantities and the estimated ratio of increase or decrease from one known fact. Another class is the estimation of percentages which together equal 100. An example of this is the estimating of the fraction of the wheat crop marketed by the farmers each month and the total for the year added to the carry over in the hands of farmers which will total 100. Again there is the process of getting the facts by the counting method, for what are supposed to be representative units, establishing ratios among these facts and regarding these as being applicable to all of these units. Another process is that of establishing a ratio between an observation and a standard which is practically unknown but which is assumed to be 100.

Observing that there were a number of such methods, Mr. Holmes then turned to a short discussion of the counting process. This process is fundamental to all statistical knowledge, but is not necessarily infallible. He gave some factors which interfere with its invariable accuracy. One of the most important of these is the personal element. The census taker may not be accurate or he may distort the facts because of some bias or because he lacks the ability to make the proper observations. The final compilation is also difficult, because of the discrepancies in the reports of the various enumerators. He spoke particularly of the difficulty of getting proper answers to questions on farm conditions.

At the second statistical conference of the Bureau, held Monday, October 11, Mr. E. W. Baker who is in charge of the Chicago branch office of the Live Stock and Meats Division and supervisor of the Bureau's Live Stock Market Reporting Service at five central live stock markets, discussed "How Live Stock Market Price Quotations are Made". Mr. Baker explained the various factors that influence prices and described the methods used by the Bureau's market reporters in arriving at representative quotations for the various classes and grades of live stock.

The importance of the early morning estimate of the day's supply due to arrive on the market was emphasized and explanation given as to how this estimate is made. The complete cooperation of railroad officials at the market centers is essential in making accurate estimates.

One of the chief reasons why producers and members of the trade favored having the Bureau report the live stock markets was to eliminate the making of the estimates by biased interests. These estimates influence the day's prices inasmuch as not only local packers but eastern slaughterers take them into consideration in placing their buying orders. They are desired as far in advance of trading as it is possible to prepare them and the Bureau's representatives release a preliminary estimate at the close of trading on the day preceding that for which the estimate is made. Revised estimates are released at 6. a. m. and 7 a. m. the next day.

The position taken by the various interests on the market is another important factor that influences prices. The stock yards where the animals are held for the inspection of buyers is a center of trading and obviously it is the desire of buyers and sellers to obtain the best bargain possible. Various methods are used to depress or raise prices by these interests but competition tends to act as a balance in adjusting the price movement.

Quality of the live stock offered for sale also is a factor in determining prices. Quality varies according to season and at times the bulk of the offerings comprises inferior grades. Such a condition tends to raise the price for the limited supply of choice stock on sale while at the same time depressing the price on the lower grades which are abundant, and widens the spread between the high and low prices. Live stock shippers who do not appreciate the importance of quality and who are not acquainted with the methods of grading stock often are disappointed in the prices received for their shipments, consequently often criticise published market reports. Criticism of this kind can only be overcome by educating producers in the grading of live stock. The problem of establishing definite grades easily understood by all live stock interests and applicable to live stock produced throughout the country is one that is being given full consideration by the Bureau's live stock market reporting staff.

In determining the day's quotations, the Bureau's representatives must visit all sections of the live stock markets and obtain information regarding as many sales as possible in the limited time at their disposal. The representative reporting the Chicago sheep market, for instance, usually obtains full information on 90 per cent or more of the sheep and lamb transactions. The reporter of the hog market covers at least 75 per cent of the hog sales while the cattle reporter who has a larger area to cover usually gets information regarding 60 per cent or more of the cattle trades. A competent live stock market reporter must be a man of excellent judgment with a thorough knowledge of human nature and able to discount properly the statements of men on the market who are obviously biased according to their interests in the market. He also must know how to grade live stock and must keep in touch with seasonal demands and movements.

At the third conference, held October 23, Dr. West of this Bureau spoke on "What is an Average?" His talk related chiefly to statistical work in the Bureau and he emphasized the necessity for proper methods.

Mr. Nat. C. Murray of the Bureau of Crop Estimates spoke at the most recent meeting of the conference which was held October 30. He continued the line of thought developed by Dr. West, discussing in particular the way in which estimates are weighted.

4. LEAVE OF ABSENCE WHILE PERFORMING OFFICIAL TRAVEL

Hereafter, it will not be necessary for letters of authorization to contain provision for the persons to whom they are issued to take leave while traveling. The other provisions of Bureau Memorandum No. 31, Revised, dated September 14, 1918, providing for the use of the special bureau blank to be submitted with the regular department leave form, remain unaltered. Division heads and project leaders will be fully responsible for guarding against the taking of leave by any official traveler under circumstances which might possibly indicate that the travel, route or itinerary had been planned in any part or detail with a view to the taking of leave by the traveler at the time and at the point where leave is to be taken. If the bureau form to be submitted in such a case does not contain all the necessary information, a special statement should be prepared, to be filed as a part of the record of the letter of authorization.

5. LETTERS OF AUTHORIZATION

The second paragraph of Item 2 of Information Circular No. 21, (Vol. 1), dated May 20, 1919, specifies that "every request for an amendment" (to a letter of authorization) "must show a specific date on and after which the action covered by the amendment is to be effective."

Hereafter this provision will apply only to amendments which in some way affect the reimbursement of the person to whom the authorization is issued. For instance, it will apply to a change from a per diem allowance in lieu of subsistence to actual expenses, or vice versa; to a change in official headquarters or temporary station; and to changes in per diem rates. In no cases can such changes be made retroactive. If the reimbursement is not affected, no date effective need be specified, unless in the judgment of the project or division head the designation of such a date is for some reason necessary or desirable. No date effective need be given in amendments increasing the amount to be expended. If no date effective is given the amendment becomes a part of the original letter of authorization.

6. BOARDS OF SURVEY

Item number two in the Information Circular Volume III, No. 7, issued October 26, which appeared under the heading, "Boards of Survey," while not altogether incorrect was misleading. It stated that "Articles for which the Department has no further use and articles which have become unserviceable will be submitted to a board of survey for sale or other disposition." Branch offices should understand that these boards as now constituted are permitted to pass only on waste paper and other waste material.

In Philadelphia, B. B. Levison should act on this board, in place of J. A. Burgess.

7. CHANGES IN THE CIRCULAR

About January 1 the Information Circular will be expanded and the name changed. Expansion means, not that it will be printed instead of mimeographed but that it will appear more frequently and will contain more material. It will continue to be what it has been, a Bureau organ, keeping Bureau employees every where in touch with all Bureau activities, but it will hope to become more of a force in Bureau life in the future than it has been in the past. As before, all news and official announcements connected with the Bureau will appear in its pages. Furthermore, if any one finds a way of increasing economy or efficiency, the Circular wants to know about it and to pass the good word along.

As for personal notes, the Bureau will take a personal interest in every Bureau employee and asks every Bureau employee to take a personal interest in it. While there will be no new features for the present we hope to improve the old ones, so please send in any ideas or suggestions that you think might make for its improvement. Just at present, we are particularly anxious to receive suggestions for the new name. The right name for this circular is some where, and we want to find it. It is hoped that a number of people will be inspired to send in ideas as the larger the assortment, the more probable it seems that just the right selection can be made. Suggestions should be sent to the Market Information Division before the first of December. At that time a duly qualified committee hopes to get together and select the new name. When the announcement is made, the name and address of the person offering the winning suggestion will be published.

Mrs. Ruth Montgomery, whose appointment as Junior Assistant in Market Information was effective, November 1, will be in charge of the Circular beginning with this number and will have an office in room 703 the Bieber Building. News, ideas and suggestions should be sent to Mrs. Montgomery there.

8. WEEKLY NEWS LETTER

The Weekly News Letter is intended for department workers and official cooperators, to whom it is sent free, and as a news service to the press. The limited funds available for publishing it make it impossible to extend its free distribution beyond these groups.

In the future the distribution of this Bureau's allotment of the Weekly News Letter will be supervised by the Market Information Section, and all requests to place names on the mailing list should therefore be sent to that office.

Division or Project leaders desiring to send the Weekly News Letter to individuals or concerns who are cooperating directly with the Bureau should send a memorandum to the Market Information Division stating fully in what way they are cooperating.

9. THE EFFICIENCY COMMITTEE

The Efficiency committee of the Bureau is now in session and meets daily. It is hoped to have a tentative draft of the register prepared by November 15. When this is ready, each division head and project leader will be given the opportunity of examining the register of each class in which he has employees.

11. PERSONNEL NOTES

Mr. Livingston and Mr. E. G. Montgomery went to Chicago Wednesday, November 3, to attend a meeting of the Farmers Marketing committee of Seventeen. The meeting was called to study marketing plans and methods and sessions were held in the LaSalle Hotel on the 4th, 5th and 6th. Addresses were given by Mr. Julius Barnes, Mr. B. M. Baruch, Mr. Victor Murdock and others. Secretary Meredith and Mr. Herbert Hoover who had been invited to give addresses were unable to be present.

Mr. C. L. Snow formerly chief clerk of the Bureau has been transferred to the Branch of Operation and will function as Mr. Bailey's immediate assistant.

Mr. Daniel C. Rogers formerly in charge of the field station of the Market News Service on Fruits and Vegetables at Waupaca, Wis., became an Agent in Marketing, November 1. He will now be associated with the cooperative marketing work being carried on by the State Cooperation in Marketing project and the State Board of Agriculture of

Missouri with headquarters at Jefferson City. The vacancy at Waupaca will be filled by Mr. Willard H. Mosier, who was appointed to the position of Investigator in Marketing, October 21. Mr. Mosier received his B. S. degree from Ohio State University and completed two years of post graduate work in the same institution. He was at one time in charge of the Columbus, Ohio, office of the News Service and has more recently been connected with the firm of Andrews Brothers of Pittsburgh, Pa.

Mr. J. E. Farr of the Hay, Feed and Seed Division, left October 31 for an extended trip through the southern states in order to study the movement and production of soy beans, cowpeas and lespedeza seed. He will return to Washington about December 10.

Mr. William E. Dent, Specialist in Cotton Classing, who has been in Washington during the past month assisting in the preparation of practical forms of the official cotton standards, has been transferred back to New York where he will serve as a permanent member of the New York Board of Cotton examiners.

Mr. Rollin E. Smith of the headquarters office of the Federal Grain office at Chicago, came to Washington November 4, for the purpose of conferring with Bureau officials in regard to the market news service on grain. He will return to Chicago about the eleventh of this month.

Mr. George M. Meyer who has been serving as a Food Products Inspector, in the New York market has resigned to accept a position with J. M. McCauley, a wholesale dealer in potatoes and onions. Mr. Meyers has been Inspector in the New York office since June 1919. He entered the service of the Bureau of Markets November 1917 and was originally in charge of the New Orleans office of the Fruits and Vegetables Division. During the war he was furloughed from the Bureau for about a year, for military service.

Mr. Walter P. James, Food Products Inspector, resigned recently to accept employment with the Illinois Agricultural Association. Mr. James has been engaged in inspecting and certifying as to the quality and condition of fruits and vegetables in Chicago.

Mr. H. B. DeMott of the Domestic Wool Section who has been in Boston for the past two months, auditing the reports of the wool growers handling the 1918 clip, has returned to Washington.

Mr. F. Pearl Allen who has been serving as Assistant in Marketing Live Stock and Meats in the Los Angeles office, tendered his resignation recently upon the completion of his duties in connection with the Retail Meat Market Investigation.

Mr. Albert C. Poulton, Specialist in Cotton Classing, has been transferred from New York to Washington to serve as a member of the committee on final review of the official cotton standards. In New York, Mr. Poulton was Chairman of the Board of Cotton Examiners and will be succeeded in this assignment by Mr. Wingate P. Barbot who has recently been appointed to the Bureau.

Mr. LeRoy F. Kennedy, Special Auditor, has resigned his position in the Bureau to accept a position in the Internal Revenue Division of the Treasury Department. His resignation became effective October 15.

Mr. Edmund R. Gassman who has been serving as Assistant in Transportation resigned recently to accept an attractive position with the Sinclair Refining Company.

Mr. E. W. Stillwell who has been traveling through western New York and Michigan in connection with work in standardization of fruits and vegetables will go to Chicago to take special training in inspection work.

Mr. Robert Bier has discontinued the demonstrational shipping point inspection work at Inwood, West Virginia, and has returned to Washington where he will be occupied with work in standardization.

Mr. F. G. Robb recently made a tour of southern inspection offices.

Major Elihu H. Ropes has resigned his position of Specialist in Grain Investigations in the Bureau, in order to accept a commission as Major in the Regular Army. During the war, Major Ropes served as Colonel with the American Expeditionary Forces in France.

Mr. C. D. Ashmore left Sunday, October 30, for a field trip. He will visit the eastern offices of the Live Stock Division, in connection with administrative matters.

Mr. Irving Pew formerly head clerk of the Chicago office of the Live Stock and Meat Division has been appointed Assistant in Marketing Live Stock and Meats.

Mr. Walter D. Gardner has been appointed Junior Assistant in Market Information pending certification. His headquarters will be in Chicago. Mr. Gardner who graduated from the University of Kansas in 1920, has been engaged in live stock and meat work for some time. At the time of his appointment he was employed as market reporter by the Kansas City Drovers Telegram.

Mr. Edward S. Whitty has been appointed statistical clerk to handle the live stock estimates at Chicago.

Mr. D. W. Bullock recently made a trip to Norfolk, Va., to complete a motion picture film on the swine industry in the United States. The picture will be shown in various South American countries.

Dr. C. J. West who is in charge of Marketing Statistics left last week for a trip through the middle west, which will include visits to Columbus and Cincinnati, Ohio, St. Louis, Columbia and Kansas City in Missouri, Lincoln and Omaha, Nebraska, Ames, Iowa, and Chicago and East St. Louis in Illinois. Before returning to Washington he will go to New York City, where on November 18 he will give an address before the New York City Division of the American Statistical Association.

Mr. Livingston will go to Columbus, Ohio, for the meetings of the Farmers Congress which are to be held there November 16 to 19.

Mr. W. A. Wheeler left on the afternoon of Monday, November 9, to attend the Midwest Conference of the American Farm Bureau Federation officials. Mr. Wheeler will speak before the conference on the Marketgram service. After these meetings he will make a short trip to Chicago to interview men there who are connected with field work.

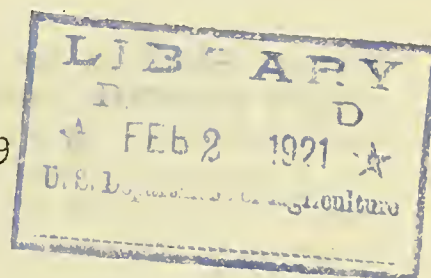
Mr. W. A. Sherman will address a meeting of the Maryland State Vegetable Growers Association at Salisbury, Maryland, on the afternoon of Tuesday, November 9. The subject of his address will be, "The Distribution of Western Cantaloupes".

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. III, No. 9

November 23, 1920.



1. MARKETGRAMS BY WIRELESS.

To determine whether market news can be successfully distributed by wireless Mr. W. A. Wheeler of the Market News Service Section will soon begin wirelessly daily market reports throughout the territory immediately surrounding Washington and Chicago. There is no special appropriation for this work which is being undertaken on a small scale as a demonstration. Sending market reports by wireless is an experiment. This demonstration, which has been planned to show its value, will continue perhaps for about three months. The reports will be sent out each day by the Bureau of Standards which is cooperating with the Bureau of Markets in the experiment. Once or twice a day, summaries of the market conditions on live stock, grain, fruits and vegetables, cotton, hay and feed, will be sent out.

The Bureau of Markets feels that the possible developments of this work are almost unlimited. To be sure the time has not yet come when a wireless outfit is a part of each farmer's equipment. Such agencies as the State Market Bureaus, County Farm Bureaus and County Agricultural agencies will receive and distribute the quotations for the present. Through these centers the farmer with the telephone may obtain the latest market quotations and summaries at any time. There are at present some 6,000 licensed wireless amateurs in the country, several in each agricultural community. Their number is increasing. In time these operators may be able to pick up the market news for their neighbors at any hour of the day. The "radio marketgram" will not supplant any of the other news mediums now being used by the Bureau. Rather it will be supplementary to the other forms of news service which go into more detail. It will increase the accessibility of market news, to the farmer, which is one of the important objects of the Federal Bureau of Markets.

2. A NEW HAY LABORATORY AT ALEXANDRIA, VA.

The Hay, Feed and Seed Division has now practically completed a hay standardization office and laboratory at 201 South Strand Street, Alexandria, Virginia. The building in which the laboratory is located consists of three floors, each about 35 by 55 feet. The first floor is used for the storage of the sample bales of hay; the second for

office, workroom and laboratory, and the third for storage of the type sample boxes and other equipment. Mr. H. B. McClure, Specialist in Hay Marketing, is in charge of the work being done there, which has for its purpose the establishment of Federal standards or grades for hay, in pursuance of an Act of Congress, providing for the Federal inspection of that commodity as well as of several other commodities.

Sample bales of hay are being obtained from producers, shippers, and consumers throughout the country and from dealers in the various markets. Analyses and separation of these bales are being made to determine the importance and extent of the principal factors now considered in the grading of hay, including color, mixture, and texture. Chemical analyses to determine the nutrient value of the various hay mixtures will be made as the work progresses. Moisture determinations will also be made.

The equipment includes separating tables especially constructed for this work, display tables for use in color determinations, and racks and boxes for holding the various type samples as well as a hay cutter and a grinder operated by a 15-horse power motor. These two machines cut and grind the hay to a degree of fineness suitable for making the moisture tests and chemical analyses. An electric drying oven, also constructed especially for the work, is used in the moisture tests and in reducing the hay to a uniform moisture content for the other analyses. There are two sets of scales, - an automatic platform scale weighing 200 pounds by quarter pounds on the dial and 50 pounds on the beam, for use in weighing bales of hay in shrinkage experiments, and a delicate scale graduated in two-grams with a weighing capacity of 11 pounds.

The standardization work is now well begun and it is expected that tentative grades for timothy and perhaps clover will be promulgated before the close of the fiscal year.

3. MR. MURPH RESIGNS.

Mr. D. S. Murph, in charge of the Cotton Division of the Bureau, has resigned and left Washington November 20 for his old home, St. Matthews, S. C., where he will engage in farming and the practice of law. Mr. Murph has been connected with the work of the Bureau for the past four years, having joined the staff in January 1917. He came to Washington in 1913 as secretary to the Agricultural Committee of the House of Representatives, which was valuable preparation for the work he has since done in the Bureau. He has had charge of all lines of work connected with Cotton. This has included the administration of the Cotton Futures Act, the Standardization of Cotton, Cotton Marketing demonstration work and the Spinning tests to determine the qualities

of different grades and varieties of cotton. During the present year he has been chairman of the American Cotton Association's Committee on Cooperative Marketing. The committee has just issued its report, which Mr. Murph was largely instrumental in preparing.

In going to St. Matthews Mr. Murph is returning to his old home. He has recently built himself a house there and will supervise the work of his farm which is near by. Mr. Murph is a graduate of Wofford College, Spartanburg, S. C., and received an M. A. degree at Trinity College, Durham, N. C., in 1903. In 1916 he was given the degree of L.L.B. at Georgetown University. Before coming to Washington Mr. Murph taught for a number of years at Trinity Park School in Durham, N.C., and was County Superintendent of Education in Calhoun County, South Carolina.

Mr. Murph's departure is much regretted by members of the Bureau staff and their good wishes go with him in his new undertaking. His place here will be filled by Mr. W. R. Meadows, who has been made Acting head of the Division.

4. PATENT GRANTED TO BUREAU MEN.

The Commissioner of Patents has recently granted a joint patent to Mr. E. G. Boerner and Col. E. H. Ropes, covering a sampling device designed primarily for use in sampling cargoes of grain as the grain is being spouted aboard the vessel into the holds. The device consists of a leather receptacle supported by a metal frame attached to a wooden handle. It is operated by hand and is so designed that by cutting through the stream of flowing grain an entire cross-section of the stream is caught in the leather container. This cross-section of the stream of grain is the feature which makes the new sampler particularly valuable. Heretofore samples from running grain have been taken by grabbing a handful at frequent intervals, or by lowering a bucket into the stream. The swift movement of the grain has a tendency to cause the lighter and heavier grain to separate within the stream and unless a cut of the entire stream is taken the resulting sample will not be representative. The method of taking samples by hand or lowering a bucket fails to get a cut of the entire stream. It is practicable to do this with the new device. When it is considered that the proper grading of grain depends fundamentally upon the taking of accurate and representative sample, this sampler should have a far reaching effect in the inspection and grading of cargo grain.

5. REFRIGERATION STUDIES ON THE S.S. NEPONSET.

Mr. H. E. Kramer of the Division of Preservation of Fruits and Vegetables in Transit and Storage, sailed for England Thursday November

ll on the S. S. Neponset, for the purpose of getting data on the refrigeration and air conditions in the holds in which fruit is stored. The Neponset is a U. S. Shipping Board ship. The cargo consists of 15,000 bushels of apples and pears consigned to London. This is the first time that any one has been sent across the water to make observations of this sort, although similar studies have been made in freight cars in this country. The investigations are of particular interest because of the high percentage of waste prevailing in export shipments of American fruit. New York firms allege that as much as twenty-five per cent of the apples shipped abroad arrive in a decayed condition, even when shipped under refrigeration. Mr. Kramer will study the causes and preventives of this condition. His work will be particularly valuable as there is at present no accurate data on handling and refrigeration practices.

Electric thermometers similar to those used in refrigerator car investigations have been installed in the holds of the ship. They have been placed in boxes of fruit stored in various positions in the hold. They may be read and the temperatures recorded without opening the holds. These investigations reach back to the methods used by the grower or shipper in the producing districts in the handling and preparing of fruit for export and end when the fruit passes into the hands of the foreign purchaser.

Mr. Harold S. Bird, formerly a member of the Bureau of Markets staff and now in London on private business, will be associated with Mr. Kramer in this work. He has been given a temporary appointment as Investigator to study ocean transportation of fruits and vegetables. Many complaints have been made as to the large amount of decay in cargoes of fruits shipped to London. Mr. Bird will inspect such shipments, and through his work the Bureau hopes to obtain some accurate data on the subject. Mr. Bird served as Investigator of fruits and vegetables from September 1917 to May 1919, and carried on special studies in refrigerated railway cars.

6. HAVE YOU SENT YOUR SUGGESTIONS?

The Information Circular is still looking for a name. Several excellent ones have already been submitted but we are hoping for many more. The Chief, Mr. Livingston, has made a clever suggestion which is under consideration along with several others sent in by members of the Washington office. As this is a publication for the whole Bureau, the Market Information Service would like to have some ideas from our out of town friends as well as more from those who live here. There is plenty of time. The decision will not be made until December 1 and the new name will not appear on the first page of the little magazine until January 1, at which time we will begin issuing it regularly once a week.

When you are thinking about it, remember that the Information Circular is intended for the entire Bureau, and that it will contain official news as well as paragraphs about the work being done by the various divisions, anything else of general interest and as many interesting personals as we can fit into the remaining space. "Information Circular" as a name, is accurate, but not distinctive. The requirements for the new name are that it shall be clever, distinctive and descriptive. When you send in your suggestions for names, please include any suggestions for news that you may have. The address is, "Information Circular, Bureau of Markets, 703 Bieber Building, Washington." Make a note of this, mark it special, and let us hear from you.

7. EIGHT MILLION NEW READERS FOR THE MARKETGRAM.

Arrangements by which the Western Newspaper Union will use the Weekly Marketgram service were made by Mr. W. A. Wheeler while on the trip to Columbus and Chicago, from which he returned Monday, November 15. The Western Newspaper Union Service goes to 4,633 country town newspapers which have a combined circulation of about 8,000,000. As these papers are located in practically every state in the Union, the Marketgram reports will have a considerably increased circle of readers. The reports will be distributed through the branch offices of the Bureau having leased wires. These offices will in turn release the information directly to the Western Newspaper Union. In order to give the syndicate the service it desires it will be necessary to get out a Weekly Marketgram on Thursday in addition to those now being issued on Monday, Wednesday, Friday and Saturday.

8. FOREIGN MARKETING TO EXPAND.

The Foreign Marketing section is planning to develop a statistical force which will specialize in summarizing the world supply of and demand for the important commodities produced in this country. Plans for the organization of the work also include placing agents in such foreign countries as come in direct competition with the United States in marketing produce. Mr. E. G. Montgomery, who has been in charge of this section since April, has attended meetings of some of the large agricultural associations and has conferred with regard to the foreign marketing problems in which the American farmer is most interested. Some of the associations so visited were the American Cotton Association and various branches of the Federation of Farm Bureaus, particularly those interested in grain, live stock and wool, and the Dairymans League. These conferences have shown that there is a distinct need for some sort of foreign market reporting service which will furnish information as to the world supply and demand, particularly as regards such commodities as cotton, wool, grain, dairy products and live stock. This, the Foreign Marketing section hopes ultimately to supply.

9. BUREAU RIFLE TEAM.

A team from the Bureau of Markets Rifle club shot Thursday, November 18, at the outdoor rifle range at Congress Heights, in the annual contest for the Reese Cup. This cup was given by Mr. R. M. Reese, chief clerk of the Department, and its possession is contested for each year, by rifle teams representing the various bureaus. The name of the winning team is engraved on the cup and the team is entitled to keep possession of it for one year. The Bureau of Markets was the second group to shoot, the team from the Secretary's office having been the first. A score of 873 out of a possible 1,000 was made on Thursday. The members of the team and the scores made by each follow: Mr. C. A. Burmeister, 161; Mr. M. R. Cooper, 193; Mr. J. H. Cox, 184; Mr. H. E. Earp, 142; Mr. M. H. Hess, 193.

About December 1 the indoor rifle range at 472 L Street, N.W., will open and the members of the club will continue practice there.

10. FRUIT AND VEGETABLE DIVISION ISSUES A NEW HANDBOOK.

The Fruit and Vegetable Division has just issued a new Handbook for the use of its field representatives. The Handbook is in three parts. Part I deals with the methods of making inspections of fruits and vegetables and the issuing of certificates; Part II deals with administrative matters, such as Civil Service appointments, leave of absence, travel, property and other items which affect the work of the field force; Part III, which has not yet been issued, will present in revised form the substance of memoranda which have been issued in the past concerning specific commodities.

The administrative section of the Handbook (Part II) is similar to that contained in the Market Surveys Handbook, which was prepared several years ago and is in use by the Market News Service on Fruits and Vegetables. However, Part II of the Inspector's Handbook covers the subjects in much more condensed form, the idea being to state concisely and yet explicitly those regulations of the Department and of the Bureau which most directly affect employees and to outline briefly the procedure which should be followed in handling administrative matters with the Washington office. In other words, effort was made to put into the hands of technical employees who come into the service utterly unfamiliar with the regulations, a brief statement which will give them a proper viewpoint of Government business and guide them in routine administrative matters, particularly with respect to the work of the Fruit and Vegetable Division.

11. BUUREAU OF MARKETS TO EXHIBIT AT LIVE STOCK SHOW.

An exhibit from the Bureau of Markets will be included in the Department's exhibits to be shown in the Grain and Hay Section of the International Live Stock Show to be held at the Chicago stockyards November 27 to December 4. While the greater portion of the Department's exhibit will relate to the Bureau of Plant Industry, several phases of the work of the Bureau of Markets will also be shown. The Hay, Feed and Seeds division will contribute charts showing the feeding values and costs of various hays, also sample bales of several varieties. Under the direction of Mr. E. W. Baker, of the Chicago office, the market reporting service will be operated as in former years. These daily reports on live stock markets, both Chicago and other large markets, will be supplemented by the addition of two large cases of illuminated transparencies in which the market grades of live stock, animal carcasses and wholesale meat cuts are shown. This exhibit was first shown this year on State Fair Exhibit Circuit No. 4 attracting much favorable comment.

12. DISPOSITION OF USELESS DOCUMENTS.

Paragraph 242 of the Administrative Regulations of the Department provides that "Whenever it is necessary to dispose of useless documents, papers, etc., Chiefs of Bureaus will secure from the Secretary, through the Chief Clerk of the Department, a special order for the disposal of such papers."

The importance of securing authoritative approval before destroying or making any disposition of any official documents or papers is very great. In many instances the work of the Division of Marketing Statistics of the Bureau of Markets has been seriously hampered by the fact that original records have been destroyed without copies or other dependable records of them having been made or retained. Papers bearing data of any possible value never should be disposed of without keeping copies or entirely adequate and satisfactory abstracts, except upon competent advice and with authoritative approval, the latter to be secured both in the Bureau and from the Secretary, as described in the paragraph of the Administrative Regulations quoted above.

In many cases careful consideration must be given to the determination of whether bulky and voluminous papers, for which it is difficult to find storage space, are or are not of sufficient value to warrant their preservation. It is not believed that in such cases, unless under very exceptional circumstances, the retention of duplicates after their first use has been completed would be justified. In cases where papers containing original data or information are con-

cerned, it would be well to consult the Division of Marketing Statistics before any disposition is made of them.

It is not intended that this item should encourage the preservation of voluminous accumulations of records of no permanent value or of extra copies that probably never will be needed. Storage space is very difficult to secure, and the demands for space of this kind should be held to a minimum. The greatest of care should be used and competent advice secured in every case in determining what may be discarded or destroyed and what should not, and in every case the required authority should be secured in advance for the disposition of such papers.

13. INVENTORY RECORDS.

Apparently the impression prevails in some of the offices of the Bureau that in compiling inventory records at present it will not be necessary to show on the divisional records the information in regard to date received, from whom received, value, etc., but that a bare entry of the number on hand on the date the entry is made is sufficient. No such idea should be entertained. In all cases where the information necessary to complete the record can be secured from any source it should be given in the proper columns on the inventory card records. It is only when the source from which the article is received, the date of its receipt, the number of the requisition or letter of authorization under which it was purchased, its price, and other details are unknown and can not be secured from existing records that a bare "On Hand" entry will be permissible. Every effort should be made to have these records as nearly complete as possible.

14. MARKING PROPERTY.

Item 15 of Information Circular No. 2, Volume 3, provides for marking inventorial property with embossed metal strips and states that a machine for embossing such strips has been ordered. There has been a long delay in delivery and when the machine was delivered it was found to be defective and had to be replaced. At last a machine in satisfactory condition has been supplied and is now installed in the Addressing and Duplicating Section. However, since there is no employee available in the Addressing and Duplicating Section for the operation of this machine and since it is very simple and easy to manipulate, it will be utilized until further notice by the employees of such divisions as may wish to have these labels made. Any employee sent over to use this machine for the making of such labels should bear a communication addressed to the Assistant in Charge of the

Addressing and Duplicating Section, signed or initialed by some responsible officer of the project or division, authorizing the bearer to make use of the machine.

15. REVISION OF FORMS BM-29 and 39.

A supply of Form BM-38 has been received from the printing office and distributed among the Washington offices of the Bureau. This is the new form of Supplies Requisition described in Item 6, Information Circular No. 2, Volume III, and which replaces Form BM-29 in making requisition on the Bureau Property Clerk for supplies from stock or on purchase order. A third sheet of BM-38 has been provided for use in making extra copies for branch offices in lieu of rewriting this data on BM-39. The latter form is dispensed with entirely as well as BM-29. Form BM-38c will be handled by branch offices in exactly the same manner as BM-39. The item in the previous Information Circular above mentioned should again be read by everyone concerned with the handling of supply requisitions.

16. HOW TO APPLY FOR A TRANSFER WITHIN THE BUREAU.

Situations sometimes develop where a clerk employed in the Bureau of Markets has reached what is believed to be the maximum salary limit for the place which he or she occupies. In a considerable percentage of such cases the clerk may be of the opinion that he or she is qualified to fill some position of greater responsibility or which, for some reason, might carry a higher maximum salary limit. When any clerk thinks that such a situation may have developed, he or she may take the matter up with the head of the division or project to learn what the maximum salary limit may be. If that already has been reached the clerk may then ask for permission to file an application in the Personnel Section requesting consideration for any other more responsible position, carrying a higher maximum salary limit, which may become vacant in the Bureau and which the clerk may believe he or she can fill. Such applications should describe the kind of work or the nature of the position for which the applicant feels best qualified.

Each such application requires the approval of the project or division head before it can be considered. It is to be presumed that such persons would be given consideration in their own project or division for any clerical vacancy of a higher grade which might occur, and clerks should realize that, as long as there are opportunities for promotion in their own divisions or projects, where they have had experience and training, it usually would not be to their advantage to begin again in another division or office.

A special file of such applications will be maintained in the Personnel Section, and in filling higher grade clerical places throughout the Bureau, if no satisfactory candidate is available in the office or division where the vacancy occurs, hereafter it will be the policy of the Bureau to consult this file and if the application of a suitable candidate can be found, to take up with his office or division the matter of arranging for a transfer.

It is believed that this change of policy will be of benefit both to the Bureau and to the individual clerks therein, enabling the former to secure the best available material for its more important clerical positions and assisting the latter in securing recognition and opportunities for advancement.

17. EXCHANGE OF TYPEWRITERS.

In a number of instances recently where old typewriters have been exchanged in part payment on the purchase of new machines, it has later been discovered that the machines actually turned over to the typewriter companies by the branch offices did not bear the serial numbers which were specified in the purchase orders. This has resulted in a great deal of confusion, not only in inventory records, but also in other records which are maintained outside of the Bureau regarding the exchange of labor-saving devices. It has been necessary for the Bureau to make several corrections in its list of exchanges which was furnished the Office of the Secretary at the close of the past fiscal year and this has been rather embarrassing. In the future, care should be taken in selecting the machines to be turned in and then no changes made without first taking the matter up with the head clerk of the division concerned and he in turn should notify the Bureau Property Clerk immediately.

18. DAIRY CONFERENCES TO BE HELD IN WISCONSIN.

In response to a request from the Wisconsin State Division of Markets for assistance in establishing rules for inspection and grades for American cheese, plans are being made for holding a number of conferences and hearings in that state in cooperation with the State Division of Markets.

PERSONNEL NOTES

Mr. Livingston will go to Chicago November 30 to attend the annual meeting of the National Association of State Marketing officials. He will be accompanied by Mr. W. A. Wheeler, Mr. W. A. Sherman

and others. Mr. Livingston will give an address on "The Relationship of the Federal Bureau of Markets to the State Departments." Mr. Livingston returned Friday, November 19, from Columbus, Ohio, where he attended sessions of the Farmers' Congress.

Mr. Chester Morrill, Assistant to the Chief of the Bureau, underwent an operation for appendicitis at the Homeopathic Hospital of Washington November 8. He is now able to walk about his room and it is expected that he will be again at his desk before long.

Mr. W. H. Sampson returned November 12 from Orlando, Fla., where he attended a meeting of the Standard Containers Committee of the American Railway Association. The meeting was held for the purpose of deciding whether the "bulge pack" for citrus fruits, should be eliminated. About 250 representatives of the leading shippers and manufacturers were present. The Bureau and the shippers favored the continuation of the "bulge pack" and in view of their strong opposition to a change in packing methods, the chairman of the Standard Container committee announced that they would recommend no change to the American Railway Association.

Mr. G. E. Prince, who has been in charge of the field station at Monte Vista, Colo., has gone to the market station at St. Louis to substitute for Mr. C. E. Shultz while the latter goes on a short vacation.

Mr. O. D. Miller, who operated the field station on potatoes at Alliance, Nebr., has returned to the Washington office where he will assist Mr. Fiske in the preparation of some special market articles.

Mr. W. O. Smith Jr. left Washington November 17 for New York City and will handle the reporting service of the Fruit and Vegetable Division there until about December 7. Mr. H. J. Clay will assume Mr. Smith's duties during his absence.

Mr. C. F. Standring, who has been in charge of the Peoria office of the Grain Division, has resigned.

Mr. R. C. Butner, Supervising Inspector, and Dr. D. H. Roach, Pathologist, spent November 17 and 18 in Omaha where they attended meetings of the railway claim agents of that city. On Friday, November 19, they attended a similar meeting in Kansas City.

Mr. P. J. Roach, formerly in charge of the Rochester office of the Fruit and Vegetable Division, has gone to Los Angeles where he will represent the Boyer-Sicard Company of Minneapolis.

Mr. W. A. Sherman went to New York City to attend to office matters last week, immediately after his return from Salisbury, Md., where he addressed the Maryland Vegetable Growers Association.

Mr. R. H. Bryson, formerly marketing agent in the Mississippi Agricultural College, resigned October 31 to accept a position as Industrial and Immigration Agent for the Mississippi Central Railway Company.

Mr. W. C. Hackleman has gone to Baltimore to substitute for Inspector S. F. Skreeve who is at present on a short vacation.

Dr. H. H. Rose of Chicago spent a few days in Washington last week.

Mr. W. F. Plummer, formerly stationed at New York, has gone to Boston where he will have charge of the inspection work at the Charlestown Navy Yard.

Mr. Robert A. Smith of Atlanta, Georgia, who has recently been appointed a food products inspector, reported to Chicago for training November 15. During the year 1919 he was a telegrapher for the Atlanta office of the Bureau of Markets.

Mr. L. N. Davis left Washington November 15 on a trip to the Boston, New York and Philadelphia offices to confer with the representatives in charge of those offices. He will stop at Trenton, N. J. on Friday, November 19, to confer with representatives of the State Bureau of Markets and of the New Jersey Agricultural College regarding the establishment of market grades for eggs and egg market problems in that State.

Mr. L. E. Gaylord, Butter Inspector in Philadelphia, recently passed another milestone in the Butter Inspection work in that market when he issued certificate number 1,000.

Mr. Ernest Gordon Parker was appointed Agent in Cotton Marketing Demonstrations, effective October 1, 1920. He will have supervision of the cotton marketing investigations and grading work in the State of South Carolina, which work is being carried on under a co-operative agreement with the Extension Service and local associations of that State. Mr. Parker has had about fourteen years' experience in the cotton business, during which time he was employed by or was a member of various firms.

Mr. William C. Hangstafer was transferred to this Bureau from the Federal Horticultural Board on November 5, 1920, and will serve as a Food Products Inspector. He will take the inspection training

in Chicago, after which he will be assigned to a branch office. Mr. Hangstafer has been employed in the Department since October 1, 1918, as Field and Laboratory Aid in Plant Pathology, first serving in the Bureau of Plant Industry and later was transferred to the Federal Horticultural Board.

Mr. B. C. Boreg and Mr. E. Z. Kile, who issued apple reports in Martinsburg, Va., during the month of October, have returned to Washington.

Mr. Benjamin S. Jones of Joplin, Mo., has been appointed Food Inspector and has reported to Chicago for special training in fruit and vegetable work. Mr. Jones has been in the employ of the Western Weighing and Inspection Bureau since 1916. For two years he was a traveling agent for this firm and later became an Inspector of freight shipments. This work included investigating claims and auditing shippers' records.

Mr. H. A. Spilman of the Fruits and Vegetables Division has gone on a month's trip through the middle west in the interests of the Standard Container Act. His itinerary will include the following points: Edgerton, O.; Butler, Logansport, Peru, Plymouth, South Bend, New Albany, Bloomington and Indianapolis, Ind.; Chicago, Ill.; Madison, Wis.; Burlington, Ia.; St. Louis, Mo., and Paducah, Ky.

Mr. Robert Bier has gone on a four weeks trip to investigate grades and standards for celery. He will visit among other places, New York, Philadelphia and Kalamazoo, Mich.

Mr. M. S. Wiggins left the Rochester, N.Y., office of the Market News Service for Fruits and Vegetables November 20, and went to Sanford, Florida, where he will open a field station about December 1. Mr. Lewis A. Dellwig will remain in temporary charge of the Rochester station.

Mr. C. W. Kitchen of the Washington Office of the Fruits and Vegetables Division left November 17 for New York, Boston and Rochester to visit the market stations and confer with reporters to these points.

Mr. D. W. Willingmyre, connected with the Wool Section of the Live Stock and Meats Division, has returned from his trip to Philadelphia where he secured samples of wool to be used in the preparation of tentative wool grades.

Mr. W. C. Davis of the Live Stock and Meats Division left November 15 for a ten days trip to Boston, New York and Philadelphia in the interest of the wholesale meat reporting service.

The reinstatement of Mr. James K. Wallace of the Live Stock and Meats Division, who resigned November 17, has been requested effective December 1. Mr. Wallace had contemplated entering the commercial field but upon reconsideration has decided to remain with the Bureau.

Mr. J. M. Workman, who is engaged in cotton warehouse work, will be in Washington for about a month, and while here will complete some general storage warehouse designs. Mr. Workman's headquarters have been at Raleigh, N.C., since last December.

Dr. C. J. West returned to Washington Friday, November 19, after visiting the principal live stock markets of the middle west. On Thursday evening, November 18, he made an address on "Marketing Statistics in Agriculture," before the New York City Division of the American Statistical Association.

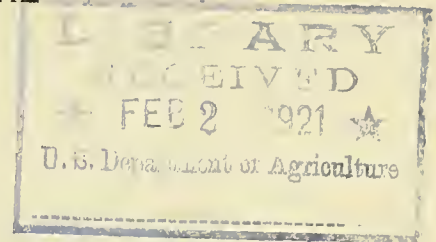
Mr. A. V. Swarthout of the Cost of Marketing Division returned Friday, November 19, from a two months' trip through Ohio, Minnesota, Wisconsin and Michigan. The trip was made for the purpose of studying the cost of marketing milk.

Miss Mary G. Lacy, the librarian of the Bureau of Markets library, returned Tuesday, November 23, from a week's vacation spent chiefly at Nyack, N. Y.

Through the Information Circular, I wish to extend best wishes for a pleasant Thanksgiving to all members of the Bureau staff.

George Livingston.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR, VOL. III, No. 10

Dec. 7, 1920

1. EXCESS PROFITS BEING DISTRIBUTED BY
DOMESTIC WOOL SECTION.

The Domestic Wool Section, which has been auditing the accounts of the country dealers and the distributing center dealers handling the 1918 wool clip, has begun the distribution of the excess profits to wool growers. This work, which has been conducted under the direction of Mr. W. A. Sherman with Mr. A. D. Miller in active charge, was transferred by executive order from the War Industries Board to the Bureau of Markets Jan. 1, 1919. It was made necessary by the government guarantees to the wool growers of 1918.

Approximately \$1,000,000 will be paid to the Domestic Wool Section when the 1918 wool dealers have all remitted for excess profits on 1918 wool as shown by the audits now completed. Of this amount \$546,000 had been received up to Nov. 27. To date the \$25,000 refunded has gone out to more than 7,000 individual growers. It is estimated that more than 150,000 checks will be required to remit the distributable excess to wool growers before the work is finished.

More than 4,800 wool reports have been received from country dealers, of whom approximately 950 made excess profits. Of the 178 distributing center dealers, it has been found that 65 realized excess profits, some reports involving large excess.

There are but eight of the central dealers who have not remitted, while among the country dealers there are less than thirty in default for one reason or another. The cases in which payments have been refused are being prepared as promptly as possible for transmission to the Department of Justice, with recommendation for the immediate institution and vigorous prosecution of suits for the recovery of the excess profits which will be distributed to the growers entitled to them as soon as received.

During the auditing it was discovered that a large number of dealers operated without permits in 1918, and in many instances this fact was not discovered until recently. Many dealers did not keep complete records, and in some cases the records had been destroyed or otherwise disposed of. All of this made a large amount of work for this Section and necessitated a large correspondence, as well as some travel,

since it was necessary to get in touch with dealers all over the United States. This happened at a time when there was a great demand for persons having accounting and clerical ability, and it was accordingly difficult to secure or retain qualified assistants. For some time there was doubt as to whether Congress would provide the money needed for carrying on the work, and this added to the difficulty. Consequently, the force was limited, and constantly changing, but the work has now progressed largely into the final stage, the distribution of the funds collected.

2. BOX CARS UNSUITED FOR BOX APPLES.

Because of the fact that about 1,300 cars of box apples were frozen in transit last year, entailing a loss of approximately \$1,000,000, tests on the proper shipping of apples have been conducted by the Bureau of Markets under the supervision of Mr. C. W. Mann in charge of the Division of Preservation of Fruits and Vegetables. The experiment was made on board freight cars traveling between Wenatchee, Wash., and St. Paul, Minn. Four box cars were studied, each under a different kind of ventilation. One had a ventilator, three feet square, cut in each end. The second car had side doors nailed open eight inches. The third car had one side door open and a six inch baffle to shoot the air into the car. The fourth car had no ventilation whatever. All cars were equipped with anemometers and accurate records of conditions inside and outside of the cars were kept.

Observations made by Mr. Edwin Smith who cooperated with the Bureau, on behalf of the Wenatchee Valley Traffic Association and by investigators of the bureau who accompanied the test, would indicate that the box car is suitable for shipping apples only when the temperature ranges from temperate to cool. The only practical advantage in ventilating box cars was found to be the prevention of heated air accumulating directly beneath the roof of the car, in cars having a metal roof. The strongest movement of air within the car was secured with both doors open eight inches and with both the head and rear vents open. In this case the air came in the rear vent, drifted forward and passed out the forward vent, the side doors stirring up the air at the doorway. The increased activity of the air movement due to the end vents was so slight that their use is not justified. The conclusion reached was that the most practical means of ventilating box cars is to open the doors eight inches and fasten them to prevent pilfering. A wider opening is advisable providing metal burglar proofing could be used.

The men who actually conducted the experiment for the Division of Preservation of Fruits and Vegetables were Messrs. R. R. Pailthorp, Herbert Graff and V. G. Gibson.

3. EX-SERVICE MEN IN TRAINING FOR GRAIN WORK.

In cooperation with the Federal Board for Vocational Education, the Bureau is training ex-service men. Two of these men, Messrs. James H. Hughes and L. A. Olson, now are in training in our grain offices at Fort Worth and Minneapolis respectively, and Mr. John W. Cash, who completed this training in our Minneapolis grain office, now is serving under appointment as a Grain Sampler in this market. These men are paid by the Federal Board for Vocational Education under the same ruling as other ex-service men disabled in the war, who are undergoing similar training in other lines of work.

The Federal Civil Service regulations have been so amended by executive order that ex-service men who have been tested and certified by the Federal Board may be exempted from physical requirements, provided they have the physical ability to perform the services required. This placement training does not necessarily mean that they will enter the Government service, as the men now being trained in the Grain Division have an opportunity for (1) appointment through Civil Service examination as grain samplers, (2) employment by State grain inspection departments or commercial organizations as licensed grain inspectors, (3) to operate independently as grain inspectors licensed by the Secretary of Agriculture under the provisions of the Grain Standards Act, (4) other commercial positions requiring a knowledge of grain inspection, grading and handling.

The qualifications for the position of grain sampler in the Department, the minor position in this line of work in our service, requires a high school education and one year's actual experience in some phase of commercial grain handling, or the completion of the graded school course and four years' practical experience as indicated above.

4. A NEW COPY HOLDER FOR COMPILING TABLES.

Mr. L. C. Reynolds of the Division of Marketing Statistics has recently completed a unique copy holder for use with a typewriter. The holder is of special value when it is necessary to copy and combine on one sheet the figures on several sheets. It is largely Mr. Reynolds own invention, though it was made by Mr. J. F. Barghausen who contributed some valuable suggestions as to the details of its manufacture. It consists of a notched rack holding a number of horizontal rollers about one inch in diameter and resembles the common rack for holding files of daily newspapers seen in practically all libraries. When the rollers are in position they rest on a horizontal strip of wood, the weight of the roller holding the sheet when it is placed between them. A sheet 22 inches wide can be placed on each roller. When these sheets are in position on the copy holder, but one line of data is visible, much

simplifying the compilation of new tables. A valuable adjunct is a guide upon which the designations of the different sheets are shown. This guide hangs from the top of the rack and is moved forward to indicate the vertical column of figures to be copied.

5. AN APPLE STORAGE CELLAR AT WINCHESTER VA.

There has recently been completed at Winchester, Va., a common or air cooled storage building for apples which embodies some new features originated by the Division of Preservation of Fruits and Vegetables and in which experimental work in apple storage will be conducted. The storage house was constructed and the special equipment installed under the supervision of Mr. S. J. Dennis, who is a Refrigeration Technologist. Much of the equipment was designed by Mr. Dennis and carries out some of the ideas which his studies have shown to be of value.

In addition to the system of ventilators for the circulation of air from outside, the storage house is equipped with a small cooling plant by which the apples may be cooled promptly after storing, to a moderately low temperature. The cooling plant, which is of extremely simple construction, is housed in a small addition to the main building. The only machinery used consists of a motor driven fan and ice crusher. Cold air is circulated through the storage room after being forced through a tank containing a mixture of crushed ice and salt. The tank is so constructed that a constant air temperature is maintained without attention so long as any ice remains in the tank. A regulating damper controls the temperature of the air within wide limits. It is anticipated that the prompt cooling of the stored apples, which is possible with this simple equipment, will, to a considerable extent overcome one of the principal disadvantages of the ordinary or common storage house. It is also believed that, in the Blue Ridge apple belt, well constructed storage houses of this sort can be made to approach nearly the efficiency of the cold storage plant, at a moderate expense for ice. The storage building was not completed in time to give it a thorough test this fall but will be in operation another year, when definite results can be obtained. Mr. Dennis will soon issue a circular describing the construction and general plan of this piece of work.

6. INTERESTING INFORMATION TO BE FOUND IN THE LIBRARY.

Among the items of interest to be found in the Bureau of Markets Library are a list of coming conventions of interest to people in the Bureau, a number of daily price quotation sheets and a weekly list of new books received. The convention list, which is compiled from various sources, is kept posted on the Library Bulletin Board. The Librarian

will be glad to receive additional notices of any meetings of general interest and other advance information from those in a position to obtain it. The following daily price quotation sheets are on file:

Baltimore Daily Price Current
 Boston Fruit and Produce Exchange
 Chicago Daily Trade Bulletin
 Chicago Dairy Produce. Daily Market Letter
 Cincinnati Daily Trade Bulletin
 Detroit Daily Market Reporter
 Duluth Daily Commercial Record
 Kansas City Daily Price Current
 Minneapolis Daily Market Record
 New Orleans Cotton Exchange. Market Report
 New York Cotton Exchange. Market Report.
 New York Producers Price Current
 St. Louis Daily Market Reporter
 Commercial Exchange and Philadelphia
 Market Reporter
 Philadelphia Produce Trade. Daily Market
 Reporter.

In addition to these a number of daily papers containing quotations from various markets are received and are available at all times.

A list of the books received during the week is made up each Saturday and is sent to the head of each office in the Bureau. It will be sent to others who are interested if they send a request to the Librarian.

7. BUREAU EXHIBITION AT TOLEDO, O.

The Bureau of Markets is represented by an exhibit at the National Farmers Exposition which opened in Toledo, O., Dec. 1 and will continue until Dec. 10. The Exposition is housed in the Terminal Auditorium in that city and is largely attended by the people of Ohio and adjacent states. The exhibition from the Department of Agriculture occupies 2,000 feet of floor space. The following bureaus are represented there: Animal Industry, Plant Industry, Public Roads and Markets. The Bureau of Markets exhibition consists of a model of a potato storage house, a model of an apple storage house, a set of panels relating to standard containers and another set of panels showing the tentative wool grades and the processes of woolen manufacture. The Bureau exhibit is being shown under the direction of Mr. B. L. Perkins of the Market Information Division, who left Washington for Toledo last week.

8. TWO DIVISIONS AND ONE PROJECT TO MOVE

Offices of this Bureau which have been located in the Tempo No. 8 building, at 18th and D streets N.W., are removing to the "F" Building on Seventh street. The offices making the change are, the Division of Dairy and Poultry Products, the Cost of Marketing Division, and the Co-operative Purchasing and Marketing Project. These offices will be located for the present at least on the second floor of the Fifth wing of that building. The change is made because the building is being vacated in order to permit the construction of a permanent office building for the D.A.R.

9. FREEZING POINTS OF FRUITS AND VEGETABLES.

The office of Preservation of Fruits and Vegetables has been making a study of the freezing points of various products. Until recently this work, which has been done by Dr. D. B. Carrick, has been carried on in Chicago. At present it is being conducted at the Merchants Refrigerating Company in New York. Five small experimental cold storage rooms and a laboratory room have been completed in this cold storage plant and these offer excellent facilities for the study.

The aim of these studies is to develop information that will be of value in handling fruits and vegetables which are frozen in the field and in transit. Such information will also be of interest in connection with the cold storage of certain products. For example, it has been found that Winesap apples freeze between 27 and 29 degrees Fahrenheit. At present they are usually stored at 32 degrees Fahrenheit. The freezing point data of the apple suggests that it could be kept better and longer at a storage temperature of 29 degrees. All fruits cannot be held at such low temperatures although their freezing point be equally low. The response of these products is also being studied. The subjects that have already been studied are apples, sweet and white potatoes, onions, tomatoes and grapes. In each case an effort has been made to establish the temperature at which deterioration is arrested without injury to quality or flavor.

10. CONFERENCES ON WEEVIL INFESTED WHEAT.

In response to requests from the wheat growers of the Southwest who this year have suffered much loss from weevil-infested wheat, a series of conferences was held by representatives of the Grain Division during the week of Nov. 8 to 13. The Bureau was represented by Messrs. R. T. Miles, E. L. Morris and O. F. Phillips. Meetings were held at Enid and Oklahoma City in Oklahoma and at Fort Worth and Amarillo in Texas. Wheat of good quality had been graded sample grade because of

the presence of live weevils and had been subjected to heavy discounts because of this fact. It was clear that the trade believed that the problem could be simplified to a marked extent if definite information were given as to the quality of such grain were it not so infested. Therefore, it has been requested that supervisors notify all inspectors to include in their certificates under the head of "Remarks" a statement as to how the grain would be graded were it not for the presence of the weevils. They may also show the extent of the infestation. Good quality wheat can be completely freed from the presence of these pests through the use of certain chemicals which destroy the weevils without injury to the grain.

11. DEPARTMENT OF AGRICULTURE CLUB IN DENVER.

The Denver Department of Agriculture Club was formally organized Nov. 5. The organization was effected at a meeting held in the office of the District Forester. Eleven men representing as many branches of the Department were present. The Club as organized is to consist of a representative from each Bureau and independent Division or Office located at Denver. The representative in each case is the head of the local office who will have authority to appoint a representative to attend club meetings, in case he is unable to be present. This will insure one attendant from each office at each meeting. The meetings will be held on the first Tuesday after the first Monday of each month at the luncheon hour. It was decided if practicable to hold these luncheons at the Denver Civic and Commercial Association quarters. The object of the organization is to "promote the general good of the Department of Agriculture by all means available, the welfare of the members of the Department, better acquaintance with one another, social intercourse and cooperation." The following officers were elected: Mr. A. S. Peck, Forest Service, Chairman; Mr. A. L. Fellows, Irrigation Investigations, Vice-Chairman, and Mr. W. F. Heppe, Bureau of Markets, Secretary. Mr. E. A. Hill of the Grain Division represented the Bureau of Markets at the organization meeting.

12. DEPARTMENT CONFERENCE IN ARKANSAS

Mr. Turner Wright, Agent in Marketing in Arkansas, attended a conference held Nov. 12 in Little Rock in the office of Mr. Bouton of the Bureau of Crop Estimates. It was a general "get together" meeting so that the men conducting the various lines of work carried on by the Department of Agriculture in the state might become acquainted with the work each is doing and with each other. Representatives of the Bureau of Crop Estimates, the Weather Bureau, the Bureau of Animal Industry, the Office of Farm Management, the States Relation Service and the Bureau of Markets were present.

13. EFFICIENCY REPORT BLANKS.

It has been suggested that many of the clerical and subclerical employees of the Bureau may never have seen an efficiency report blank and may not know upon what points their efficiency is rated, or what questions in regard to their services are answered. In some cases it is believed that an examination of this form might possibly result in offering some suggestions for the improvement of personal efficiency. If any clerical or subclerical employee desires for any reason to examine one of these forms, he should ask the head clerk of his office or division to furnish one for examination. Upon request, divisional head clerks should send a few copies to any branch office.

14. MISCONDUCT INVOLVING ACTION BY THE SECRETARY.

Special attention is called to a memorandum recently received from the Assistant to the Secretary in regard to the methods of handling personnel investigations and investigating charges of misconduct and the necessity for handling such investigations with care and utmost dispatch.

The memorandum reads as follows:

OFFICE OF THE SECRETARY

November 15, 1920.

MEMORANDUM FOR MR. LIVINGSTON

Dear Mr. Livingston:

May I not direct your attention to the provisions of Paragraph 58 of the Administrative Regulations, which reads as follows:

MISCONDUCT INVOLVING ACTION BY SECRETARY: Official misconduct on the part of an employee which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, shall, after careful investigation by the bureau, be reported to the Secretary, accompanied by all papers in the case and a recommendation as to appropriate action. If the bureau has not adequate facilities for properly investigating such cases, all papers pertaining thereto shall be transmitted to the Office of the Secretary with the request that the matter be investigated. The report of such investigation shall be referred to the bureau for consideration and recommendation before action is taken thereon. If the facts in any case warrant the filing of charges or other disciplinary action, the necessary papers shall be prepared at the direction of the Secretary and transmitted to the employee in question

through the chief of the bureau concerned. When the answer to the charges has been received, the entire record shall be reviewed and appropriate action taken by the Secretary. When deemed necessary, the advice and recommendation of the solicitor shall be sought before final decision is reached.

In connection with the consideration of cases wherein disciplinary action is required, the Secretary requests me to emphasize to you the necessity of avoiding delays in handling and disposing of them. As you may know, cases are arising almost constantly which are based upon some infraction of the regulations or other misconduct of sufficient importance to require investigation. It has been ascertained that, in many instances, the consideration of the case is not expedited as it should be, and that this results sometimes in undue delay in the final determination of the disciplinary measures which should be taken.

It is the desire of the Secretary that, hereafter, personnel matters be handled as promptly as possible and that, unless there are very good reasons to the contrary, the facts in every case as it arises be reported immediately. It seems to him that appropriate steps should be taken to see that the official of the bureau concerned reports the circumstances at once to the chief of bureau who will, in turn, pass upon the case and determine whether it should be referred to the Secretary's office under the regulations.

Attention is also called to the fact that, in all cases of suspension under the regulations of the Department, the employee concerned is reimbursed for his salary during the period of suspension if he is exonerated of the charges preferred against him. This, of course, is only fair and there is no disposition on the part of the Department to change the rule. It is apparent, however, that, unless the case is given prompt attention, it is possible for the employee to be idle for a long period and still receive his salary from the Department. This feature of personnel work is especially important and should be given careful consideration by all administrative officials.

The policy which it seems desirable to adopt is to give right of way to personnel investigations so that, in no instance, will it be possible for an employee to be under suspension for a day longer than is necessary. In other words, his case should be very promptly investigated and concluded in any of the offices of the Department to which the papers may be referred. It should be borne in mind, in this connection, that an employee should not be suspended from duty pending investigation unless it appears that his retention in a duty status during the investigation will be detrimental to the maintenance of discipline or prejudicial to the investigation.

The Secretary hopes that the chiefs of bureaus will lend their support and cooperation in this matter. ****

Very truly yours,

F. R. Harrison
Assistant to the Secretary.

15. MOTION PICTURES FOR THE DEPARTMENT EMPLOYEES.

Motion pictures made by the Department of Agriculture will be shown in the Central High School Auditorium at Eleventh and Clifton streets, N.W., Thursday, Dec. 9 at 8 P.M. Secretary Meredith will be present and will give a short address. There will be singing by a male quartet and piano and pipe organ music. No admission will be charged. The tickets have been given out by the Chief Clerks of the various bureaus. Three hundred and ten tickets were allotted to the Bureau of Markets and these have all been distributed.

16. NEW NAME SOON TO BE ANNOUNCED.

The new name for the Information Circular has not been selected as yet but probably will be announced in the next issue. The Market Information Service wishes to thank the many friends of the Circular who have submitted their ideas and to assure them that each suggestion will receive due consideration. In all, fifty-three names have been sent in. While many of these have come from Washington, the branch offices are also well represented. Any one of them would be satisfactory. Those in charge of the Circular hope to find a name that is at once apt, appropriate and artistic. The announcement of the selection will be made as soon as conclusions are reached. The new name will appear on the numbers of the Circular issued after the beginning of the new year, at which time the paper will become a weekly instead of a fortnightly as at present.

17. PUBLIC SPEAKING CLASS RESUMES SESSIONS.

The Public Speaking Class organized about a year ago by the Fruit and Vegetable Division resumed its sessions Wednesday evening, Dec. 1. The meeting was held in the Bureau Conference room and was well attended. Mr. H. W. Samson presided. Miss Dena Hammer is the president of the class, which is an unofficial, voluntary organization designed to improve the members in the art of public speaking. It is expected that meetings will be held regularly on Wednesday afternoons at 4:30 in the Conference Room. The class is open to members of all Divisions of the Bureau.

18. A VISITOR FROM SOUTH AMERICA.

Ricardo Videla, representing the Buenos Aires and Pacific Railway, Buenos Aires, Argentine, visited the Washington office the past week, securing information relative to the methods of handling and marketing grain in this country. He was especially interested in the bulk handling of grain and farmers' elevators.

19. GRAIN STANDARDS ACT REVISIONS.

The Revised Regulations under the Grain Standards Act have been issued and can be obtained by those interested from the Grain Division of the Bureau of Markets.

PERSONNEL NOTES.

Mr. Livingston will be in Indianapolis Dec. 6 and 7 and will attend the meeting called by the American Farm Bureau Federation. He will go to Chicago Dec. 13 to be present at a meeting of the Committee of Seventeen. He returned to Washington Wednesday, Dec. 1, from Chicago where he addressed a meeting of the National Association of State Marketing Officials.

Mr. Chester Morrill, Assistant to the Chief, returned to his office on Monday, Nov. 29, after a three weeks' absence due to illness.

Mr. C. W. Mann, who is in charge of the Office of Preservation of Fruits and Vegetables, left Washington Dec. 2 for a month's trip through the West. He will confer with members of the staff regarding investigations now under way relating to the prevention of freezing of apple shipments in transit. He will also consult with railroad officials about cooperative work in heater car investigations. Other questions of cooperation and handling will be discussed with shippers of fruits and vegetables. Mr. Mann will go to St. Paul, Minn., Spokane and Seattle, Wash., and will make numerous stops in the vegetable and citrus fruit regions of southern California.

Mr. R. H. Elsworth, Acting in Charge of the project State Cooperation in Marketing, left Washington on Sunday, Nov. 28, for Chicago, where he conferred with the following Agents in Marketing who were there attending the meeting of the National Association of State Marketing Officials: Messrs. W. R. Porter, Fargo, N.D.; J. H. Meek, Richmond, Va.; Daniel C. Rogers, Jefferson City, Mo.; H. C. Filley, Lincoln, Neb.; R. J. McFall, Amherst, Mass.; Turner Wright, Little Rock, Ark.; C. A. McNabb, State College, N.M.; and Ralph Loomis, Columbia, Mo.

Mr. E. Z. Russell and Mr. L. B. Burk of the Foreign Markets Division, who have been in South America since June, will return to the United States about Dec. 15. They have visited Brazil, Uruguay, Argentina and Chile and are returning home by way of the Panama Canal. While in South America they have been making a survey and developing the market for pure bred live stock. Upon their return they will present their observations to the live stock breeders of the United States. A little later Mr. D. S. Bullock will go down to South America and will open a permanent office in Buenos Aires, devoting much of his attention to promoting trade for pure bred live stock in South America, in cooperation with American breeders.

Mr. R. C. Potts of the Division of Dairy Products attended the meetings of the National Association of State Marketing Officials held in Chicago last week and gave an address. On Friday of last week he went to Wisconsin to hold conferences with the State Division of Marketing in reference to proposed cheese grades. He expected to remain in Wisconsin until about Tuesday, Dec. 7, when he will leave for Michigan. In Michigan Mr. Potts will meet with the Farm Bureau Federation to outline a plan for dairy marketing in that state. While in Wisconsin Mr. Potts was joined by Mr. C. W. Fryhofer, the Supervising Inspector of Dairy Products at New York who was also present at the conferences.

Mr. R. G. Hill, who has had charge of the work in sweet potato handling and storage with headquarters at Atlanta, has been transferred to the Washington office of the Preservation of Fruits and Vegetables Section. He will continue to have general direction of the sweet potato work as well as transportation work with other fruits and vegetables in the south. He will direct this work from Washington in the future. His office is in the Bieber building, room 602.

Dr. D. B. Carrick, who is carrying on cold storage investigations at the experimental rooms of this Bureau in New York, came to Washington Wednesday, Nov. 24 and left Tuesday, Nov. 30. Dr. Carrick will be on leave for some time and will go to High Point, N.C., his former home, returning to his work in the Bureau Jan. 1.

Mr. R. M. Roudabush, who has been Assistant in Market Business Practice, resigned from the Bureau of Markets Nov. 30. He will be on the staff of the United States Shipping Board in Washington. While with the Bureau of Markets, Mr. Roudabush was engaged in investigating the retail meat trade.

Mr. Charles L. Luedtke was transferred from the Emergency Fleet Corporation to this Bureau as Assistant in Market Information on Oct. 1, 1920. He will be engaged in preparing and editing articles relating to the foreign marketing of agricultural products; supervising the

research work conducted to secure such data; reviewing publications of foreign commerce and consular and other trade reports. Mr. Luedtke has had considerable experience in editorial and administrative assignments. When employed by the Emergency Fleet Corporation he was in charge of their Department of Information and Files.

Mr. William W. Trout was appointed Specialist in Cotton Classing for assignment to our field office at Atlanta, Ga., effective Nov. 16, 1920. He is assisting in securing information as to actual market prices of spot cotton, in the enforcement of the United States cotton futures Act, and in the publication of the weekly cotton quotation service bulletin issued by the Atlanta office. His experience in the handling of cotton covers a period of about thirty years, in the employ of leading cotton firms at Memphis, Tenn., and independently.

Mr. James J. Window has recently been added to the Washington staff of the project of State Cooperation in Marketing as Scientific Assistant. Mr. Window received the degree of B. S. in 1920 from the Massachusetts Agricultural College, where he specialized in economics, marketing, transportation and statistics.

Mr. C. V. Whalin, Investigator in Marketing Live Stock and Meats, left for Chicago Nov. 26 to be absent about ten days.

Mr. G. T. Willingmyre of the Wool Section of the Live Stock and Meats Division has gone to Boston, New York and Philadelphia in the interests of the wool reporting service.

Mr. C. H. Beauchamp, Assistant in Marketing Live Stock and Meats, is spending his vacation at his home in Los Angeles, Cal.

Mr. D. S. Bullock, Investigator in Marketing Live Stock and Meats, has gone to Chicago where he expects to attend meetings of the Secretaries of Pure Bred Live Stock Associations to assist in the formulation of plans covering the exportation of pure bred live stock.

Mr. Laurel Duval, Supervisor of the New York office of the Grain Division, spent a few days in Washington last week.

Mr. G. A. Collier of the Hay, Feed and Seeds Division, left Washington Nov. 30 and spent the rest of the past week in Virginia obtaining hay samples for the Hay Standardization laboratory in Alexandria, Va. He visited Lynchburg, Staunton and Harrisonburg, and stopped at various points in the Shenandoah Valley and returned to Washington on Saturday, Dec. 4.

Mr. E. G. Montgomery of the Division of Foreign Markets went to Chicago Dec. 1 to confer with the officers of the National Grain Dealers Association.

Mr. L. E. Gaylord of the Dairy Products Division, whose headquarters are at Philadelphia, has recently been on leave. During his absence his place was filled by Mr. R. L. Fedderson who is the Butter Inspector at New York.

Miss Jessie Callan of Bradford, Pa., has been appointed to the position of Periodical Assistant in the Library, taking the place of Miss Josie Jones, resigned. Miss Olive Marshall of Garnett, Kan., has just been appointed as Clerical Assistant in the Library, and will fill the vacancy caused by the resignation of Miss Hall.

Miss Katherine G. Kostmeyer went to New Orleans Saturday, Nov. 27, on account of illness. Her stay will be indefinite.

Mr. W. A. Sherman of the Fruits and Vegetables Division stopped at Columbus, O., when returning from his recent trip to Chicago and gave an address before the Pomological Society which was in session there December 1 to 3.

Mr. C. W. Kitchen of the Fruits and Vegetables Division, left Sunday, Nov. 28, for a three weeks' trip through the Middle West. He will visit stations at Chicago, Waupaca, Wis., Minneapolis, Omaha, Kansas City, St. Louis, Grand Rapids, Detroit, Cleveland, Cincinnati, Pittsburgh and Harrisburg. Before returning to Washington he will take a few days leave at his home in Dayton, O.

Mr. R. C. Butner, Supervising Inspector of the central district, left Chicago Nov. 30 for a tour of inspection of the offices of the Fruits and Vegetables Division in the Middle West. He will visit St. Louis, Memphis, Tenn., Fort Worth and Houston, Tex., New Orleans, Indianapolis, Cincinnati and Columbus. Before returning he will probably take about ten days leave at his home in Lexington, Ky.

Mr. Herbert Graff, who has been connected with Preservation of Fruits and Vegetables Section, has returned to the Food Products Inspection Service and will be in New York during the month of December.

Mr. W. H. Stanton, in charge of the New York office of the News Service on Fruits and Vegetables, is spending a vacation in Washington.

The Fort Worth Office of the Fruits and Vegetables Division Inspection Service opened Monday, Dec. 6, with Mr. W. S. Reiterman in charge.

The Waupaca, Wis. office of the Fruits and Vegetables Division is temporarily closed as Mr. W. H. Mosier has been called to his home in Columbus, O., on account of the serious illness of his father.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.

INFORMATION CIRCULAR, VOL. 111, No. 11.

Dec. 21, 1920

Issued by the Bureau of Markets for circulation among all members of the Bureau staff. Its contents are intended for Bureau people only. No items appearing in the Information Circular should be given publicity outside of the Bureau.

1. ESTIMATES FOR THE BUREAU IN THE FISCAL YEAR 1922.

In the near future the various sub-committees of the newly organized and enlarged Committee on Appropriations of the House of Representatives will begin hearings on the appropriation bills. Just when the consideration of the estimates for the Bureau of Markets will be begun is not known but it was expected that the hearings would commence on Monday, Dec. 20.

The estimates for the Bureau carry a total increase for the next fiscal year of \$1,680,433. Of this increase \$897,787 is for marketing work, the balance of \$782,646 accruing to the Bureau on account of crop estimating work. The estimates provide that the Bureau of Markets and the Bureau of Crop Estimates are to be consolidated.

The increase requested for investigational work under our principal lump sum appropriation (that entitled "Marketing and Distributing Farm Products") is \$113,560.00.

Several Projects which formerly were carried under this item have been removed therefrom and request is being made that they be set up as separate items. For example, a new item is carried in the bill for Foreign Marketing work and for the work in connection with the Preservation of Fruits and Vegetables in Transit and Storage. The total amount for this latter item as shown in the estimate is \$75,000, the increase for the work amounting to \$35,600.

The new item inserted to provide for our Foreign Marketing Service, carries a total amount of \$100,000, this providing a proposed increase of \$67,100.

The estimates provide for the consolidation of all market information work, an item of \$750,000 being included to cover the various news services, the work of the Market Information Division, Marketing Statistics, and Cold Storage reports. The increase for the Market In-

formation Service amounts to \$324,840. Of this increase the Market News Service on Live Stock and Meats is to receive \$151,250.00, the Market News Service on Fruits and Vegetables \$86,161.00, and the Market News Service on Dairy and Poultry Products \$52,161.00.

Request is being made for expansion of the Market Inspection Service, which is down for an increase of about \$35,000. If this increase should be obtained the fruit and vegetable and butter inspection work will be broadened, and inspections on hay will be made.

The lump fund requested for crop estimating work amounts to \$590,741, the increase for work of that character exceeding \$460,000.

The Grain Standards Act is increased by \$199,567. If obtained, this increase will be used largely to enable the Department to put into effect standards for milled rice, rye and the grain sorghums, and to meet the demands of the trade for closer supervision of grading of corn, wheat and oats in the large terminal markets and at other points. For the warehouse Act an increase of \$65,000 is provided, and for the Standard Container Act an increase of \$1,000.

2. WIRELESS REPORTS BEING SENT EXPERIMENTALLY.

Daily market reports are being sent out by wireless in the way that was announced Nov. 23 in the Information Circular. The reports are sent out by the Bureau of Standards each day except Sundays and holidays, at 5:00 P. M. Any amateur operator within a 200 mile radius can receive them. The rotary spark method and a 400 meter wave length are being used. The report that is sent out is known as the "Daily Radio Marketgram" and covers the prices and market conditions of fruits and vegetables, grain, dairy products, hay feed and seed, and live stock and meats at the principal markets of the nation. It is intended that amateur operators receiving the reports shall place the information in the hands of shippers associations, county agents, state bureaus, of markets, farm bureaus and other organizations. The timeliness of the quotations is what makes them of value. The more rapidly they can be made available to the farmers the more useful they are. As this news can be "picked up" by an amateur it is expected that farmers organizations and others interested will get in touch with the wireless operators in their vicinity. This service is started as an experiment to determine the feasibility of distributing market news by wireless.

3. REVIEW OF MARKET STATISTICS.

Sometime after the first of the year the Division of Marketing Statistics will issue a publication containing a statistical market review. It will contain not only prices of various farm products, but

also tables of the commercial movements of the commodities embraced by the work of the Bureau of Markets. Many of the tables will extend back over a period of eleven years, while others will cover a shorter period of time due to the fact that records can be had only from material accumulated by the Bureau of Markets since its establishment.

The purpose of this work, which is in charge of Dr. C. J. West, is to discover the trend of prices especially with a view to correlating them with production, commercial movement, and consumption, so that an analysis of the factors entering into price changes in particular may be made available for those interested. The first article showing this sort of interpretation, "Potato Prices Depend upon Many Factors" appeared in The Market Reporter of Oct. 2. That article is typical of a number of others prepared by Dr. West and which have since appeared in The Market Reporter.

It is planned to have this statistical publication issued annually as a ready reference or handbook in the field of market statistics.

4. ANNUAL REPORT OF THE FRUIT AND VEGETABLE DIVISION.

The Fruit and Vegetable Division has just distributed copies of its annual report for the fiscal year, 1920, to field representatives and others interested. This report consists of 47 pages and covers all of the Division activities. It is made up of individual reports from each of the seven projects which make up the division. The reports for the most part consist of statistics showing the actual amount of work done and, a short descriptive discussion. Under the head of the "Market News Service on Fruits and Vegetables" the statement is made that the work of this project has been intensive instead of extensive during the past year. Special mention is made of the Market News Service on Peanuts, a new project added to the Division in 1920. The Market Inspection of Perishable Foods report shows an increase of 75% in the number of inspections made in various markets. Attention is also called to the inspection service furnished the navy by this project which has proved to be of great value. The Grades and Standards section has continued investigations of fruits and vegetables, and is working towards the establishment of standard grades of produce. The enforcement of the Standard Containers act project has been working in cooperation with the manufacturers of containers and has issued a number of bulletins. Market Surveys methods and Costs project has been concerned with the assembling of "unload" statistics, and the monthly mail reports of carlot shipments. The last pages of the report contain a short article on the audit of the 1918 wool clip and the determination of the excess profits and their proper distribution. This work has been done by the Domestic Wool Section, which is a part of the Fruit and Vegetable Division.

5. PREPARATION AUDITING AND APPROVAL OF PAYROLLS.

Those who audit, prepare or approve pay rolls or salary vouchers and particularly those who do this work in the Branch Offices and Field Stations of the Bureau, should especially note the following letter from Mr. A. Zappone, Chief of the Division of Accounts and Disbursements and the appended memorandum from Secretary Meredith.

UNITED STATES DEPARTMENT OF AGRICULTURE,

DIVISION OF ACCOUNTS AND DISBURSEMENTS,

Washington, D. C.

December 11, 1920.

Mr. George Livingston,
Chief, Bureau of Markets.
Dear Mr. Livingston:

In his memorandum No. 332, dated November 19, 1920, the Secretary directed that this division should compile and maintain the permanent and consolidated record for the department required in connection with the Retirement Act of May 22, 1920, and that the information necessary to establish the record be supplied to this division by the bureaus on their payrolls and other pay vouchers or by special memorandum. The present records of this division will have to be amplified so that beginning August 1, 1920, the date when the Act became effective, they will show not only a complete record of salary payments to all employees coming within the Act, but, in addition, all changes in salary status and complete data regarding leave without pay, with the inclusive dates on which such leave was taken. This record will necessarily have to be taken from the payrolls and salary vouchers as they are paid. In a large majority of cases, the record will extend over a long period of years. Its accuracy and completeness are of vital importance to all employees coming within the Act of May 22, 1920, as its correctness will assure them that in the event of separation from the service at any time, the exact amounts withheld from their pay will be returned to them or their estates, with interest, as is provided by the Act. To this end, and to avoid delay in the payment of salary vouchers, uniformity in the submission of such vouchers is absolutely essential. It is therefore respectfully requested that, as to all salary payments for services rendered on and after December 1, 1920, the following instructions be carefully observed and followed in the preparation of payrolls and salary vouchers. To bring the record up to date from August 1 this office will take all the information available from the vouchers

which have been paid since that date, and will not call on the bureaus unless required information is lacking on any of these paid vouchers.

1. Names. In entering the names of payees on payrolls or salary vouchers each name should be written in exactly the same manner as in the employee's Civil Service appointment, that is, all initials should invariably appear and suffixes, such as Jr., and Sr., should always be indicated. This does not imply that the Christian name or names need be spelled out in full. To illustrate: If an employee's Civil Service appointment reads John Paul Jones, it will be sufficient to enter his name on the payroll as John P. Jones, as Jno. P. Jones, as J. P. Jones, or as J. Paul Jones, if that is the usual way in which he writes his name. Uniformity must be observed, however, so that the name will not appear one way on one roll and another way on a subsequent roll. The names on payrolls should always be arranged alphabetically by salary grades.

2. Titles. The official title of each employee must be stated in sufficient detail clearly to agree with his Civil Service appointment. Abbreviations of words making up the title will necessarily have to be used because of the lack of space on payrolls, but discretion should be exercised in making such abbreviations so that they will be clearly understood.

3. Indicate employees who come within the Act. Every Form 3 salary voucher for an employee who comes within the Act of May 22, 1920 must be stamped "Less 2 1/2% base pay retirement deduction." If any of the employees whose names are carried on a payroll come within the Act, the column "regular compensation" should invariably be stamped "Less 2 1/2% base pay retirement deduction."

4. Indicate employees who do not come within the Act. Every Form 3 salary voucher for an employee who does not come within the Act must be stamped "Not within the Act of May 22, 1920," under the head of "Remarks." If any of the employees carried on a payroll do not come within the Act, the stamp "Not within the Act of May 22, 1920," should invariably be placed in the "Remarks" column opposite the name of each employee affected. The practice of giving this information by means of footnotes should be discontinued.

5. Leave without pay. In every case of deduction on a payroll for leave without pay, the inclusive dates of such leave should be plainly stated in the "Remarks" column directly opposite the name of each employee affected. On Form 3 vouchers this information should be furnished under the head of "Remarks." Additional pro rata deductions

for leave without pay under paragraph 118, Administrative Regulations, will be handled just like other deductions for leave without pay, except that instead of showing inclusive dates, notation should be made under "Remarks" of the number of days deducted for this reason. When, instead of making deduction on a payroll or salary voucher, collection is made from an employee of an amount erroneously paid, the remittance should be transmitted to this division by the bureau concerned in precisely the same manner as has been the practice, great care being exercised, however, fully to set forth the dates of leave without pay and other pertinent facts in the letter of transmittal. If an employee is granted leave without pay or is furloughed for an entire month or more, or for an indefinite period, so that his name will not appear on one or more payrolls or salary vouchers, this division should be notified by memorandum of such leave without pay in order that the gap appearing in the payments recorded on the employee's retirement record card may be explained by a proper notation. Should the bureau prefer, it may carry on its payrolls the names of employees on such extended leave without pay or furlough, but, to avoid confusion in drawing checks, these names should be ruled out lightly in red ink before the rolls are sent to this division.

6. New appointments and changes in appointment. In the case of every new appointment it is absolutely necessary that the sheet and line number of the Secretary's action be indicated in the "Remarks" column directly opposite the name of the employee affected. Every time that an employee's appointment status changes by promotion, demotion, furlough, change of title, or termination of appointment, the sheet and line number must also invariably appear in the "Remarks" column opposite the name of the employee affected. In this connection attention is invited to the memorandum of November 6th, from the Chief Personnel Officer, stating that the Civil Service Commission now requires that the date on which an appointment is effective should always be made to coincide with the date on which the employee reports for duty. Close observance of this requirement is urgently requested.

7. Use of "Remarks" column. Absolutely nothing should appear in the "Remarks" column of payrolls or on Form 3 vouchers under the heading of "Remarks," except notations of leave without pay, statement that employee does not come within the Act of May 22, 1920, or the sheet, and line numbers of appointment changes except that for per diem employees the dates on which work was performed may be indicated by this column. All irrelevant matter should be omitted as it is confusing and increases the difficulties of handling the voucher.

8. No deductions to be made for lost property, etc. No deductions should be made on payrolls or salary vouchers for any reason except leave without pay. If collection cannot otherwise be made from an employee of an amount due on account of lost property, or of any other amount due the United States, the payroll or salary voucher may

be accompanied by a written request from the bureau, in triplicate, to make payment by two checks, one drawn to the order of the Treasurer of the United States for the amount due the Government and the other to the order of the employee for the balance of salary due him.

9. Verify salary totals. All payroll totals should be verified. While some bureaus appear to be under the impression that these totals are not important, as checks are drawn to the individual payees, it is very essential that the totals be correct as same are used on the abstract of disbursements and will now be used also to balance out the entries on the record to be kept under the Retirement Act.

Payments made by temporary special disbursing agents.

As the vouchers of temporary special disbursing agents pass through this division on their way to the Auditor for the State and Other Departments, a record will be taken from all salary vouchers and payrolls included in such accounts and made apart of the record of this division, so that it will not be necessary for temporary special disbursing agents to take any action in this respect except to see that the instructions in paragraphs numbered 1 to 9, above, are carefully followed on all salary vouchers paid by them. To avoid the possibility of delinquency, it is urgently requested that the accounts of all temporary special disbursing agents be transmitted very promptly to this office by the bureau concerned, after administrative examination, as the indexing of these salary vouchers will require some time.

Very respectfully,
(Signed) A. ZAPPONE,
Chief of Division.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

November 19, 1920.

MEMORANDUM NO. 332.

Additional Accounting Records necessitated by
the Retirement Act approved May 22, 1920.

The deductions made from the salaries of employees in the Classified Service under the provisions of the Act approved May 22, 1920, are refunded, with interest, to employees leaving the service and to the estates of deceased employees. As no deductions are made for periods of leave without pay, it is essential that a complete record be kept of all such leave periods in order that accurate information may

be furnished the Commissioner of Pensions, who, under the law, adjusts all claims for refundments.

Accordingly, there must now be established and maintained for every employee of the Department, whether paid by the Disbursing Clerk or other fiscal officer, a complete record showing, from August 1, 1920, the amounts of salary paid and all deductions on account of leave without pay or for any other reason. This record will be compiled and maintained by the Division of Accounts and Disbursements from information to be supplied by the bureaus on their pay-rolls and other pay vouchers, or by special memorandum. Chiefs of Bureaus, Divisions and Offices will furnish to the Chief of the Division of Accounts and Disbursements, by detail, such additional help as may be needed on this account.

(Signed) E. T. Meredith,
Secretary.

6. PHOTOGRAPHY OF THE OFFICIAL COTTON STANDARDS.

One of the most intricate pieces of work that the Photographic Laboratory of the Bureau handles is the photographing of copies of the Official Cotton Standards which are sold to the trade at a nominal price. The Department of Agriculture has established 9 standards for grade for Upland white cotton, 11 standards for color for Upland tinged and stained cotton, 5 standards for grade for American-Egyptian cotton and 6 standards for grade for American Sea Island cotton.

Each grade box is photographed and the picture of the surface of the cotton is fastened in the cover of the box. Since the resulting photographs are the same size as the types of cotton, if any appreciable change takes place later in the disposition or quantity of the foreign matter on the surface of the cotton it is apparent on comparison with the photograph.

At the same time that these photographs are made each box is given a number which is photographed with the cotton. These numbers serve two purposes, first, identification of the photograph with the grade box, and, second, the last figure of this number is a key to the particular grade which is being photographed. Each photograph is compared with the original cotton in the grade box which it represents, in order to make sure that each particle of foreign matter appearing on the surface of the cotton is represented accurately in the photograph.

Immediately preceding the mounting of these photographs in the cover of the respective grade boxes, the certificate as to grade, the

date of issue, the signature of the Secretary of Agriculture, and the official seal of the Department of Agriculture are placed upon each photograph.

The printing and developing of the plates must be handled with accuracy. Mr. H. C. Wilcox, who is in charge of the photographic Laboratory, has perfected the equipment for making these photographs. It consists of a vortical camera surrounded by strong lamps. The negative is enlarged in printing so that it just fits into the cover of the sample box. Other work handled by the Photographic Laboratory for the Cotton Division was the making of series of charts showing various phases of cotton warehousing work.

A late addition to the photographic equipment of the Photographic Laboratory is a new lighting system to be used with the photostatic machine, which improves the distribution of light when photostatic copies are being made.

7. DISPOSITION OF USELESS DOCUMENTS.

Further in regard to the disposition of useless documents, which is discussed in item No. 12, page 7, of Information Circular No. 9, Vol. III, dated November 23, 1920, in order to develop a definite policy as far as feasible, it is suggested that project leaders and division heads institute careful investigations as soon as may be practicable to determine what, if any, papers or records on hand may have no present or possible future value. Such a survey also should include obsolete forms and any other waste matter. Material of this kind, the preservation of which may not seem to be worth while, should be reported to the Bureau Committee on the Disposition of Useless Documents for consideration. Recommendations looking to the establishment of a systematic disposition of such material periodically should also be submitted. The committee consists of Mr. Lewis B. Flohr, of the Division of Marketing Statistics, Chairman; Mr. W. D. Hobbs, Assistant in Charge of Mails and Files; and Mr. C. L. Snow, Administrative Assistant in the Bureau administrative offices. This committee will report each case to the administrative offices of the Bureau with a recommendation as to the action to be taken.

The general policy of the Bureau, so far as it has been developed up to the present time, is to avoid the destruction of valuable records on the one hand, and the wasting of needed filing equipment and office or storage space, on the other, with the responsibility for its proper observance resting upon project leaders and division heads.

8. LETTERS OF TRANSMITTAL OF NOTIFICATION
OF PERSONNEL ACTIONS.

Hereafter, letters transmitting notification of personnel actions will be prepared with one carbon copy only in the case of employees in the apportioned service (permanent headquarters in Washington), and with two carbon copies in the case of employees in the field service (permanent headquarters outside of Washington).

These letters after being signed will be transmitted through the division leader in Washington, who will abstract the data desired from the personnel papers, initial the carbon, and forward all papers to the next person listed on the transmittal slip which will be attached to each communication. When these papers are received in the Section of Mails and Files, they will be press copied and sent to the employee direct, in the Washington offices, and to the proper field official in the field service.

In this manner it is felt that considerable saving can be effected in the amount of paper used, and the file copy which is filed in the personnel folder of the employee will carry the initials of the various persons interested, indicating that they have handled the letter and abstracted the information desired for their office records.

9. INTRA-BUREAU TRANSFER OF EMPLOYEES.

Hereafter, requests for intra-bureau transfer of employees should be prepared in duplicate. The original copy will be placed in the personnel folder of the employee involved and the carbon copy will be forwarded to the section of Supplies and Accounts.

In this connection, it is requested that the recommendation cover specifically each of the following points in the order named:

1. The duties of the employee in the present assignment and in the assignment proposed.
2. The reason the services of the employee are required - to fill a vacancy or to create a new position, in the latter the necessity for the increase in force.
3. Why the services of the employee can be spared in the present assignment and whether it will be necessary to replace the employee in this assignment.
4. The appropriations involved both in the present assignment and in the assignment proposed.

5. If expenses are to be incurred incident to the transfer, whether they will be paid by the Bureau or the employee. If the Bureau is to bear the expense, adequate reasons for its doing so should be presented.

The request should be prepared in the division to which the employee is to be transferred and signed by the head thereof, forwarded to the division in which the employee is serving, for concurrence, then sent to the Personnel Section to secure the final approval of the Chief of Bureau, to record and advise both divisions interested of the disposition of the recommendation.

10. BOARDS OF SURVEY IN BRANCH OFFICES.

According to the Property Regulations of the Department of Agriculture, the appointment by the Secretary of special boards of survey is necessary for the disposal of articles which have become unserviceable in offices outside of Washington. Under date of May 9, 1917, the Secretary granted a waiver of this rule by which the Chief of the Bureau of Markets was authorized to appoint special boards of survey to dispose of grain samples which had accumulated in the various branch offices of the Grain Division. Under date of November 24, 1920, the Secretary granted a further waiver of the rule in question, extending to the Chief of the Bureau of Markets permission to appoint boards of survey in all branch offices by title rather than by name, and giving such boards authority to dispose of grain samples, waste paper, and packing boxes. Hereafter when a branch office shall have occasion to dispose of any of the articles mentioned the board of survey shall consist of the officer in charge of the branch office and two assistants to be selected by the officer in charge, preferably one scientific employee and the head clerk of the office. In joint offices the board of survey shall consist of the Chairman or Acting Chairman of the Operating Committee as head of the board, with one other project representative to be selected by the Chairman or Acting Chairman, and the head clerk of the joint office. In small offices where there are not enough employees to form a board of survey the officer in charge should request employees of other offices of the Bureau of Markets in the same city to serve as members of the board. Should there be no other branch of the Bureau of Markets in that city the matter should be referred to the Washington office for instructions.

11. SEND YOUR IDEAS TO THE MARKET INFORMATION DIVISION.

A representative of the Department of Agriculture was scheduled to address a public meeting in Vermont. In introducing him the Chairman said: "We have with us a man who is going to tell us something about

the U. S. Department of Agriculture. I am told that the Department does a great work. I am sure we'll be glad to hear about it. Personally, all I know about the Department is that it once published a bulletin on how to kill bed bugs."

While we in the Bureau of Markets are amazed at this man's lack of information it is a fact that there are thousands of people in the United States who have but a slight knowledge of the work of the Bureau of Markets. There is no reason why such a condition should exist. The press has placed thousands of columns of newspaper space at the Bureau's disposal and the Bureau should use that space to keep the public informed of its activities.

A few weeks ago Mr. Wheeler wrote the various sections of the Bureau regarding this matter. In response to that communication half a dozen or more items for news release have been sent to Mr. Wheeler's office. Mr. Wheeler desires herewith to thank the contributors of the items received and hopes that the good work will be continued. There must be material for hundreds of little, 250-word "stories" in the Bureau files. Surely the Bureau of Markets has more than six of the hundred million authors in the United States.

12. IT WILL BE CALLED THE BUREAU NEWS.

The results of the recent vote taken to determine the name by which the Information Circular is to be known after the first of January indicate that most of the voters prefer "The Bureau News" to any of the other names suggested. Although names were sent in from many of the branches we were unable to extend the poll on the suggestions, beyond Washington. The name "Bureau News" was suggested by several people so that no special credit can be given. The five names receiving the next highest number of votes were: "Bureau Activities", "Markets Guide", "Markets Journal", "Market Bureau Information" and the "Bureau Journal." The Market Information Division wishes to thank all the members of the staff for their interest and hopes that when the little publication appears after the first of the year their interest will continue.

The Bureau News will have an especially designed cover page with the name attractively lettered by the experts in the drafting section. The general contents of the new weekly will be about the same as those of the Information Circular of the past. Short items of a general nature that are of sufficient interest to make their publication worth while will probably be grouped under a special head and will constitute a department. If members of the staff are inspired to send in ideas which they would like to see in the "News" the contributions will be most welcome. Due credit will be given the authors

of all items so published. We will use anything of this sort that seems suitable but we make no promises in advance. We shall have to see the ideas first.

Other departments may be added from time to time as the need arises and we shall have an-

EFFICIENCY DEPARTMENT.

This is one department that we hope to develop to the point where it will be of real use and of positive value. Items of this sort seem a little difficult to obtain. Perhaps you do not consider things like this as being news, but if any one in your office thinks of some little thing that increases your output or does the work more quickly, or invents some clever device that helps the work of the office in any way share your good ideas with your fellow members of the Staff by passing the good word along.

CIRCULATION.

Does every one in your office and every office in your Division see this publication regularly? It is issued for the benefit of every employee in the entire Bureau. If your office does not receive enough copies so that it can be read within a few days at most, notify this Division of Market Information and we will see that you are properly supplied. You can never tell when you might find something of special interest in it. We do not want to go to the expense of getting out a lot of copies that are not going to be used or read but we want to "cover" the entire Bureau- both by getting all of the Bureau news and by giving every one a chance to read it once it has been collected. The contents of the Circular are confidential in that matter contained in it should not be given outside publicity, but the reading of it is unrestricted among the personnel of the Bureau. This is the last number of the Information Circular, but the first number of the Bureau News will appear Jan. 4.

13. THE BUREAU'S CONTRIBUTION TO THE RED CROSS.

The employees of the Bureau of Markets contributed \$293 in the Red Cross drive just finished. This was the largest sum given by any Bureau in the Department of Agriculture, Plant Industry being second with \$185.75 and Animal Industry third with \$156. Miss M. A. Parker was in charge of the campaign in the Bureau and she organized it so that every member of the staff was given an opportunity to subscribe or to become a member. The campaign for the entire Department was managed by Miss L. E. Rixey of Cooperative Marketing.

14. DEPARTMENTAL CLUB IN NEW YORK CITY.

The officers in charge of the various branches of the Department of Agriculture in New York, Brooklyn and Jersey City organized a Department of Agriculture Club, Nov. 23. The first meeting of the club, a luncheon, was held Dec. 15. Secretary Meredith was invited to attend but was unable to be present. He sent a letter of congratulation on the formation of the club and expressed the belief that it would be a helpful agency in bringing about closer contact between different representatives of the Department. Mr. Harry B. Shaw of the Federal Horticultural Board, 305 Customs House is the president of the newly formed organization.

15. IN THE LIBRARY.

The Library has prepared bibliographies this week on Fruit Auctions, Standardization of Fruits and Vegetables, and History of the Tobacco Industry in the United States.

The Congressional Record is received in the Library each day before noon and an index made of the items which it contains of interest to the Bureau of Markets. This index sheet is posted on the Library bulletin board and may be consulted by anyone interested.

The Library wishes to take this means of requesting the heads of divisions and sections to see that a copy of every publication issued, especially the mimeographed material, is sent to the Library. It is possible for us to find out about the printed material and to secure it but there is no way of being sure that we obtain all of the mimeographed material. It is hoped that an effort will be made to have all the information compiled in the Bureau reach the Library. It is not possible for the Library to serve the Bureau as it should without this help from the projects themselves.

The Library has requested the publications of the American Chambers of Commerce in foreign countries and those that are being received currently are filed in the periodical room.

16. U. S. STANDARDS USED IN GRADING RICE.

The grading of rice according to the United States Standards has begun with the establishment of a rice inspection service by Mr. B. F. Wise, Secretary of the Rice Millers Association. Up to this time arrangements for sampling have been made only at Galveston and New Orleans but it is anticipated that the service will be extended to New York and such other points as demands may warrant later. The

inspections will be of two kinds, "preliminary" and "final". Preliminary inspection may be had by sending a sample drawn by any one but final inspection will be based on samples drawn by employees of the Rice Millers Association according to the rules, and submitted to the laboratory in regular form. The grades to be used in this inspection work are "The United States Grades for Milled Rice" contained in Department Circular No. 133, issued in August 1920. Present indications are that a large percentage of the southern rice crop this year will be sold on Government grades.

17. DEPARTMENTAL CLUB AT PORTLAND, ORE.

Mr. B. W. Witlock represented the Bureau of Markets at the organization of a Department of Agriculture Club, Nov. 23 at Portland, Ore. Mr. E. L. Wells of the Weather Bureau was elected chairman of the club. The first meeting of the club was held Dec. 1, at which time a fifteen minute talk was given by Mr. C. H. Purcell on the work of the Bureau of Roads.

18. GRAIN DIVISION STUDYING OFFICE PROCEDURE.

A note in the Grain Division Project Letter states that an effort is being made to work out a uniform system of procedure for all Grain offices and laboratories. General Field Headquarters has felt for some time that the systems used by various branches have good points and that these good points should be brought together. Mr. J. H. Frazier has been collecting data on this subject. He has visited many of the branches and has made a study of their work. Plans for the establishment of uniform office and laboratory procedure will be discussed at the next meeting of the Grain Division Supervisors.

19. SAFEGUARDING PERSONNEL FOLDERS.

It has been discovered recently that the personnel folders of employees in this Bureau have been secured by persons who have no official use therefor. In order to avoid this and to safeguard these folders, which contain confidential information, these files hereafter will be available only upon presentation of a request signed by the leader, head clerk, or other responsible and properly designated employee of a project or division. These blank requests may be secured from the Personnel Section.

Only trustworthy messengers should be permitted to handle these folders. The officer of the project or division by whom they are withdrawn should safeguard them with care while they are in his custody, exhibit them to no one except other responsible officers of the division

or of the Bureau who may have a legitimate interest in them, and return them to the files in such a way as to insure their prompt and safe delivery.

20. NEW ENGLAND MARKETING ASSOCIATION FORMED.

Mr. R. H. Elsworth of the Division of Cooperative Marketing has just returned to Washington after a trip to Boston. While in that city Mr. Elsworth attended a conference of marketing officials at which the New England Association of Marketing Officials was formed. Membership in the organization is limited to those publicly engaged in marketing work. The following officers were elected: President, Mr. L. G. Mulholland, Agent in Marketing in Vermont, Vice-president, W. A. Munson, Director, Division of Markets, Massachusetts, Secretary-Treasurer, I. G. Davis, Professor of Economics, Connecticut. The conference was well attended and the program included the following speakers: Mr. J. C. Farmer, Mr. W. H. Darrow, Mr. J. D. Willard, Mr. V. A. Saunders, Mr. L. G. Mulholland, Mr. W. A. Munson and Dr. R. J. McFall and Dr. A. E. Cance.

21. THE CHIEF'S ANNUAL REPORT.

The Chief's annual report on the work of the Bureau of Markets was submitted to the Secretary of Agriculture Oct. 9 and was released for publication Dec. 16. It contains 37 pages of printed matter in which the work of all of the Divisions is reviewed. In addition special attention has been given to the distribution of market information, The Market Reporter, studies of the cost of marketing, compilation of market statistics, the foreign market service, heater car investigations, the standardization of wool and cooperative organization. A list of the Bureau publications for the year is appended.

22. SEED REVIEW TO APPEAR IN THE MARKET REPORTER.

Beginning Jan. 18 a weekly seed review will be given in The Market Reporter. It will be similar to the reviews issued last year, which were discontinued after the May 29 issue, as at that time the principal period for marketing seeds was practically over for the 1920 season. The new (1921) marketing season opens up shortly after the first of the year and information concerning the supply, demand, movement, and prices of field seeds at 12 or more of the important seed distributing points will be published weekly until about June 1.

23. BUREAU RIFLE CLUB.

The indoor rifle range at 472 L street N.W. opened Monday, Dec. 20. Members of the Bureau of Markets Rifle club may shoot Monday evenings during the winter. Twenty two caliber rifles and free ammunition will be furnished to all men who wish to attend. Any one interested should get in touch with Mr. M. H. Hess or Mr. J. N. Arndt in order to arrange for guns and ammunition.

24. VISITORS AT THE OMAHA OFFICE.

Professor Nicolas P. Makaroff of the University of Moscow and Cooperation Institute, Russia, accompanied by John Lobel, Agriculturist Department of Agriculture, Czechoslovak Republic were recent visitors at the Omaha office of the Bureau of Markets. These gentlemen are here on a mission of securing first hand information as to the marketing of farm products and live stock.

PERSONNEL NOTES.

Mr. R. C. Potts, in charge of the Division of Dairy and Poultry Products, returned to Washington Dec. 16 after an extended field trip. While away he addressed the annual meeting of the National Association of State Marketing Officials at Chicago on the subject "Status of Activities of Milk Producers Marketing Associations." The address will probably be published soon in a number of Dairy Journals. From Chicago Mr. Potts went to Wisconsin where he was joined by Mr. C. W. Fryhofer and Mr. J. B. McCready also of the Dairy Division. They assisted the Wisconsin Division of Markets in determining upon plans for an inspection service on cheese and in establishing standards and grades for American Cheddar Cheese to be used by the state Division of Markets. On Dec. 9 and 10, Mr. Potts conferred with representatives of the Michigan State Farm Bureau Association concerning the proposed establishment of a Dairy Department in the Farm Bureau to aid in the marketing of Michigan's dairy products. This conference was also attended by representatives of the Michigan Agricultural College and the State Food and Drug Department.

Mr. C. W. Freyhofer, Supervisory Inspector of Dairy Products with headquarters in New York, spent last week in Washington preparing the manuscript for a handbook to be used in the inspection of cheese.

Mr. B. E. Rothgeb, who is in charge of the grain sorghums investigations with headquarters in Kansas City, Mo., is in Washington working on the interpretation of data which has been accumulated on grain sorghums samples graded according to the present tentative standards. U. S. Standards on grain sorghums and rye are being formulated

by the Grain Division in response to insistent demands from the trade. The rye work which is being carried on by Mr. J. H. Cox has advanced to the same stage as the work in sorghums. These standards will be ready for adoption under the Grain Standards Act in time to become applicable to the new crop if Congress makes the necessary appropriations.

Mr. W. A. Sherman left Tuesday Dec. 7 for a week's trip in New England. While on this trip he addressed the weekly assembly of the Connecticut Agricultural College at Storrs, Conn. On Dec. 15 Mr. Sherman went to Bloomington, Ill. at the invitation of the University of Illinois and spoke before the meeting of the State Horticultural Society on the work of the Bureau of Markets. Before returning he will visit the Chicago office of the Inspection and News Service of the Fruits and Vegetable Division.

Mr. B. S. Jones of the Chicago office of the Fruits and Vegetable Division has gone to Pittsburgh where he will assist with the inspections until the beginning of the year.

Mr. G. E. Prince of the St. Louis office of the Fruits and Vegetable Division has gone on a vacation and will be at Greenville, S. C., until the end of the year.

Mr. C. W. Kitchen of the Fruits and Vegetable Division returned to Washington Dec. 16 after a trip through the middlewest. Mr. Kitchen attended the meetings of the State Marketing Officials at Chicago and visited permanent and temporary stations of the Division located at various points.

Mr. J. W. Park, in charge of the work of the Domestic Wool Section, has gone on a short trip to Christiansburg and Strasburg, Va. in the interests of the wool work.

Dr. G. K. K. Link and Dr. D. H. Rose of the Chicago Office of the Fruit and Vegetable Division Inspection Service will both take about a week's leave before Jan. 1. Others who will be on leave between now and the first of the year are, Mr. F. S. Kinsey of the Pittsburgh office and Mr. J. J. Gardner of the New York staff.

Mr. C. F. Duval, who was detailed by the Bureau of Markets to the Office of Exhibits to assist in showing the Agricultural Exhibition at State Fairs has returned to Washington after an absence of three and a half months. The itinerary of the exhibition included: Erie, Pa., Rochester, N.Y., Lewiston, Me., Richmond, Va., Raleigh, N.C., Columbia, S.C., Marion, S.C., Savannah, Ga., and Jacksonville, Fla. The work of the Bureau was shown chiefly through sets of panels. One such set gave the picking, handling, marketing, warehousing and the entire

process of spinning cotton. This was accompanied by the U. S. Cotton Standards. A cabinet showing the tools used in shearing as well as the tentative grades and the process of woolen manufacture supplemented a series of wool panels. Another series of panels showed the methods used in sampling grain, a small model freight train presented a study of the amount of moisture to be found in grain that is improperly stored. A fourth series showed the work being done in connection with Standard Containers. An exhibit of pure and mixed seeds of various kinds and a model of a sweet potato storage house completed the Markets exhibition. Other bureaus represented were: Animal Industry, Chemistry, Forest Service, Plant Industry and Public Roads.

Mr. E. L. Dilatush in charge of the Market News work at Cincinnati went on leave Tuesday, Dec. 14, and will not return to his work until the first of the year.

Dr. F. C. Meier, pathologist on the New York staff of the Inspection Service, came to Washington Dec. 16 to confer with Mr. Robb and others in the Washington office.

Mr. T. C. J. Baker of the Grades and Standards Section has returned to Washington after a four months' trip with the official exhibits of the Department of Agriculture. These were shown at Springfield, Ill., Milwaukee, Wis., Douglas, Wyo., Pueblo, Colo., Salt Lake City, Utah, and Waco and Houston, Tex.

Mr. E. A. Foley, who is the London representative of the Bureau of Markets, has been making a special study of the English fresh fruit market and has been sending weekly cablegrams on the apple market.

Mr. M. H. Hess of the Market Information Division, who has been spending a two weeks' leave in the mountains of Pennsylvania, returned to his office on Monday, Dec. 13.

Mr. Charles Bruce, in charge of the Omaha office of the Bureau of Markets, returned Monday, Nov. 29, from a short vacation spent in Sioux City, Ia. Mr. Elmer Lende was in charge of the office during Mr. Bruce's absence.

Dr. Theodore Macklin has been appointed Research Agent in Marketing and will have his headquarters at the University of Wisconsin, Madison. In addition to his federal appointment in the Bureau, Dr. Macklin is professor of Agricultural Economics at the university. Dr. Macklin graduated from the Iowa State College in 1911 with the degree of B. S. and in 1917 took a Ph.D. degree at the University of Wisconsin. Before returning to Wisconsin as a professor, he was for some time the professor of Agricultural Economics at the Kansas Agricultural College.

Mr. Paul L. Williams left Washington Dec. 4 for an extensive trip in the interests of the peanut reporting service. He will travel in the south and the middle west investigating the possibilities of establishing grades for peanuts. Mr. Williams will not return to Washington until after the first of the year.

Mr. Gorrell Shumaker, Agent in Marketing in North Carolina, spent the week, Dec. 6 to 11, in Washington meeting the project leaders and discussing with the Bureau specialists the work being undertaken on a cooperative basis with the State Division of Markets in North Carolina. Mr. C. H. White, Agent in Marketing, Maine, and Mr. Ellis Monroe, Extension Agent in Marketing, Connecticut, spent the week of Dec. 13 to 18 in Washington.

Mr. E. G. Montgomery of the Foreign Markets Section left Sunday, Dec. 12, for Chicago where he attended a meeting of the Committee of Seventeen. On Tuesday, Dec. 14, he addressed a meeting of the Corn Belt Meat Producers Association at Des Moines, Ia.

Mrs. L. B. Fulkerson, assistant secretary to the Chief of the Bureau, has gone to Florida on annual leave and will be gone until the first of the year.

Mr. D. S. Bullock of the Live Stock and Meats Division, who is soon to go to South America, gave an address on "Ten Years Among the Araucanians of Chile" at the 550th meeting of the Anthropological Society of Washington which was held on the afternoon of Tuesday, Dec. 14, in the National Museum.

Mr. R. G. Hill of the Preservation of Fruits and Vegetable Section attended the meeting of the Horticultural Society of New Jersey which was held at Atlantic City, Dec. 7. He gave an address on the "Home Storage of Fruits." From there he went to New York City to conduct an investigation in reference to the sale of some grapes.

Mr. D. S. Bullock has just returned from New York, where he met three live stock representatives of the Rural Society of Argentina and three representatives of the Uruguayan Rural Society who are on a two months' visit to the United States. They are interested in purebred live stock and while in this country will be the guests of the several breed registry associations. A visit will be made to some of the more important purebred live stock breeding farms in the middle west.

Mr. E. W. Baker, in charge of the Chicago live stock office, has been ordered by his physician to take a six weeks' rest. During his absence Mr. Harvey W. French of the Kansas City office will be in charge at Chicago, while Mr. Nelson R. Crow of the Chicago office will handle Mr. French's work at Kansas City.

Mr. P. Floyd Brookens was appointed Assistant Economist in Marketing on December 1, 1920, and has been assigned to the Foreign Marketing project to assist with economic studies and investigations. Mr. Brookens received his A. B. degree from the University of South Dakota and was a graduate student in economics and philosophy at Columbia University during the term 1919-20. Since 1914 he has been part owner of a farm devoted to the raising of pure-bred dairy cattle. During two years of this time he was active in the management of the enterprise. From 1917 to 1919 he was Assistant Professor in Agricultural Economics at Maryland State College.

Mr. Leonidas Hubbard, who has been serving as Assistant in Marketing Live Stock and Meats (Grade I) in the Chicago market since August 19, 1920, has tendered his resignation effective November 22, 1920, in order to enter the commercial field.

Mr. H. J. Besley and Mr. E. G. Boerner are spending this week in Chicago and will attend meetings of the Grain Division Supervisors' Conference now in session in that city.

Mr. A. W. Herger of the Chicago office of the Grain Division came to Washington Dec. 12 and spent a few days conferring with the Solicitor's office.

Mr. Hazen English of the Omaha office of the Grain Division is spending a vacation in Washington.

Mr. J. E. Barr of the Hay, Feed and Seeds Division has returned from an extended trip through the south, where he studied the supply, demand and movements of cowpeas, soy beans, Lespedeza and other southern crops.

Mr. G. C. Wheeler of the Hay, Feed and Seeds Division is taking a short vacation, which he is spending in Philadelphia and vicinity.

Mr. W. R. Meadows, who is in charge of the Cotton Division, attended a meeting of the cotton producers, buyers and bankers at Memphis, Tenn. Dec. 7 and 8. Afterwards Mr. Meadows went to New Orleans, Montgomery, Ala., and Atlanta, Ga. on Bureau business before returning to Washington Dec. 14.

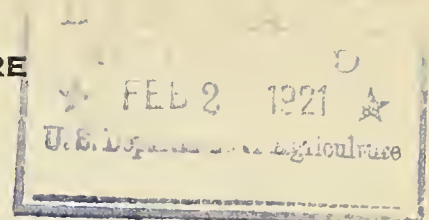
Mr. H. C. Poulton and Mr. R. L. Kause left Washington Dec. 4 to obtain cotton to be used in standardization work. Both will be away from the city for some time. Mr. Poulton will travel in the southwest and Mr. Kause in the southeast.

A Personal Message.

As this is the last number of the Information Circular to be issued before the holidays, I want to express to the members of the Bureau Staff my appreciation of the hearty cooperation which has marked the progress of the year's work and to convey to every one my cordial good wishes for a Merry Christmas and a Happy New Year.

George Livingston,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



I N D E X

INFORMATION CIRCULAR VOL. III, NOS. 1 TO 11.

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